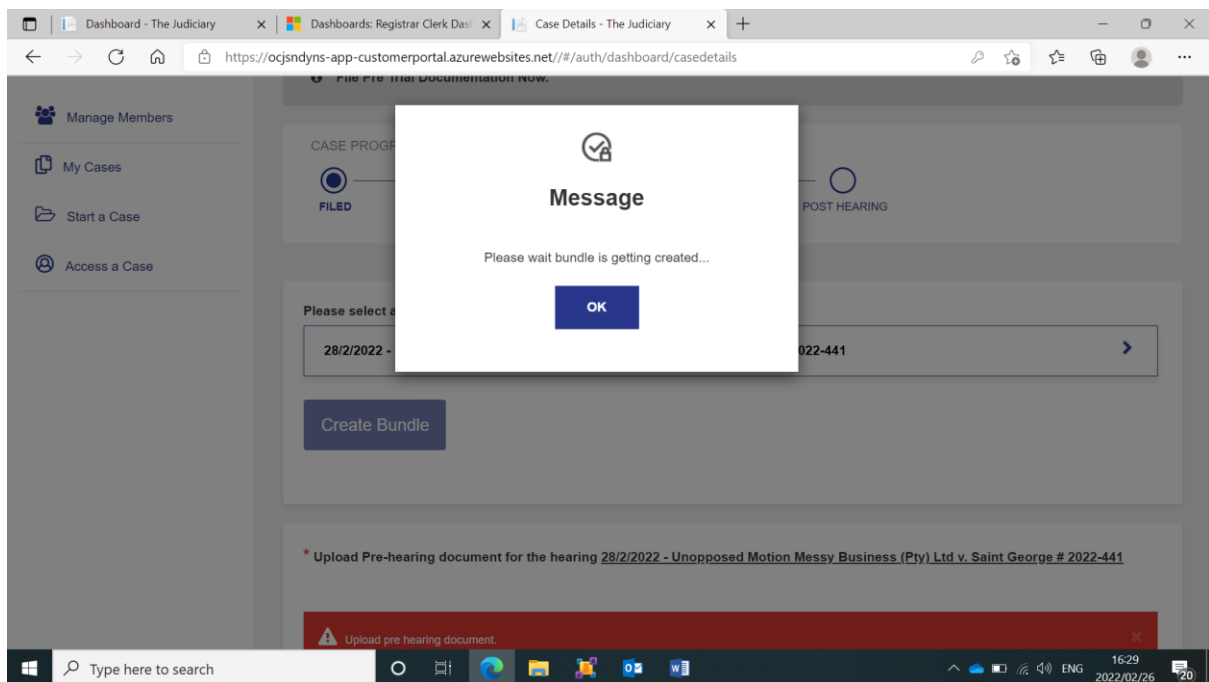
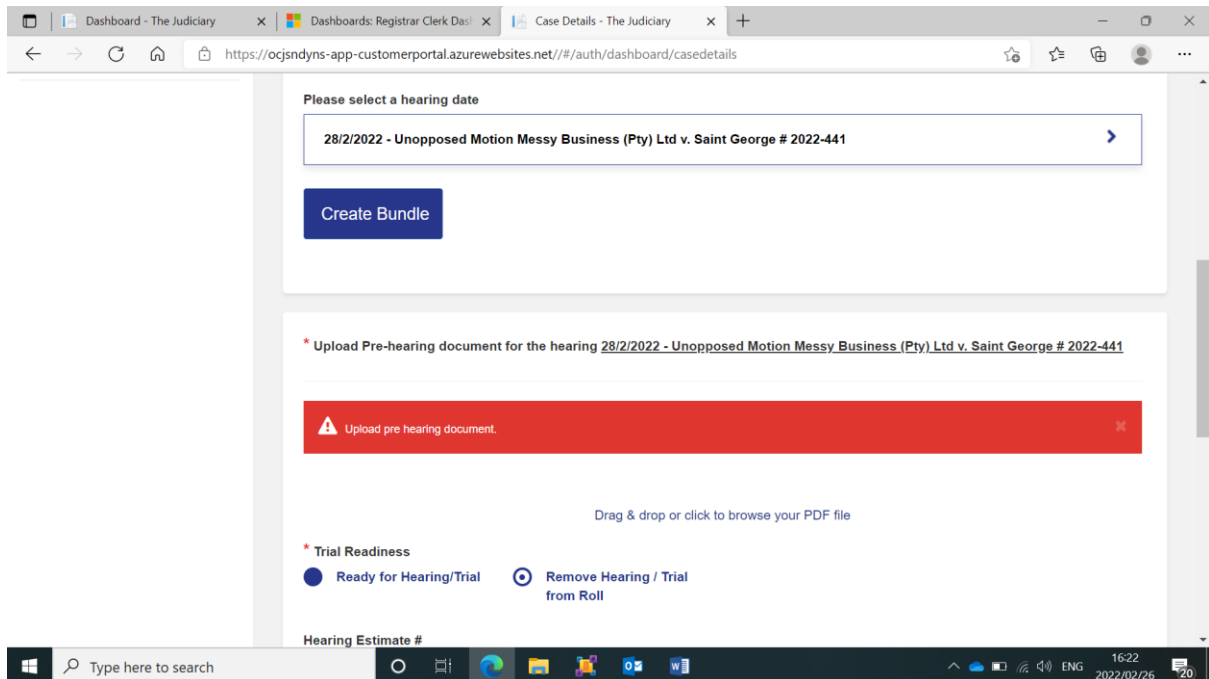
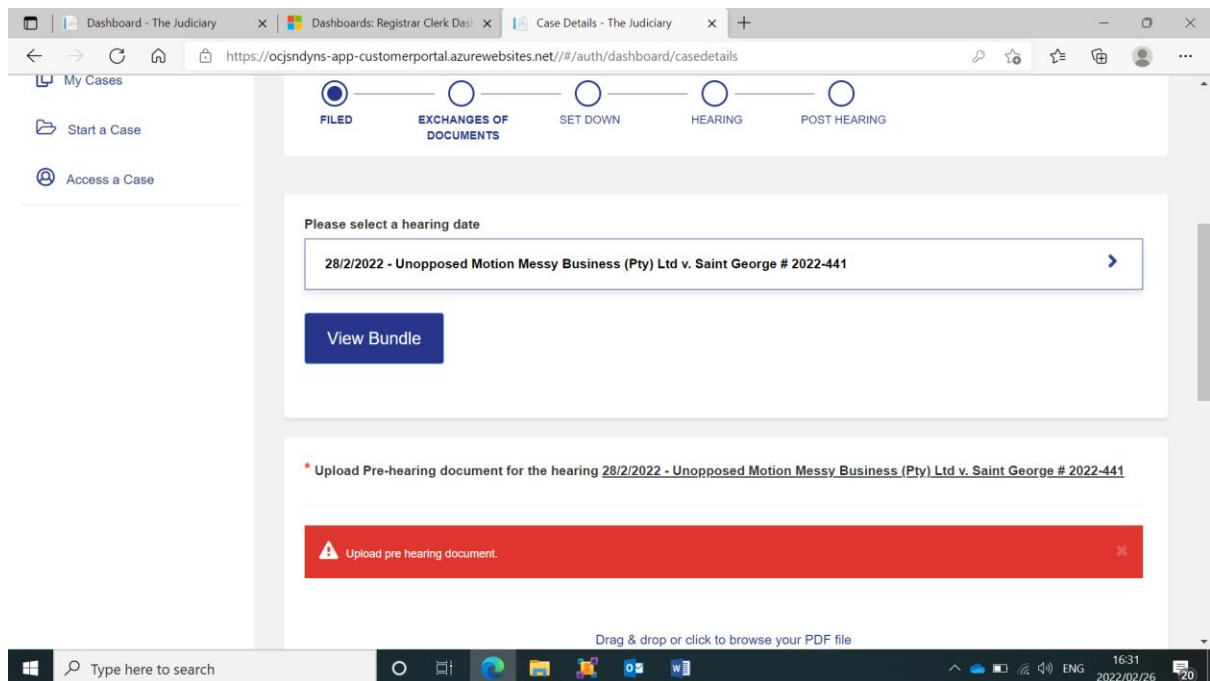


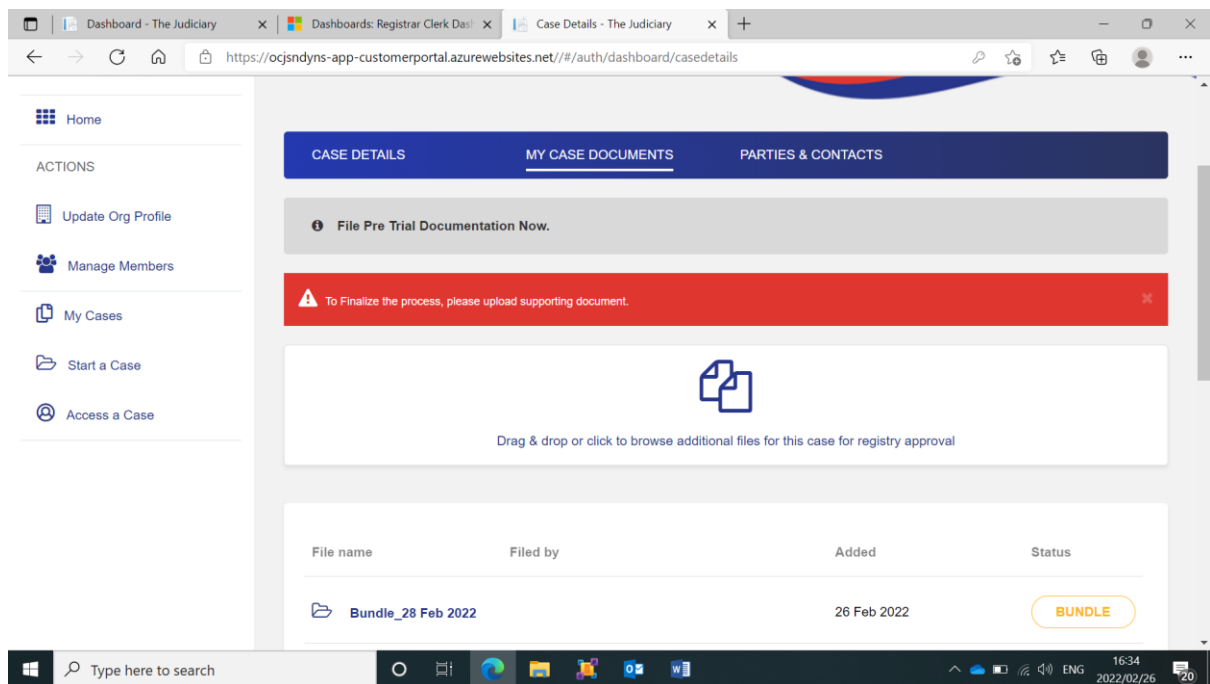
1. To create a bundle, i.e. all the documents that the Judge should be able to see for the purpose of the hearing, select “create bundle”



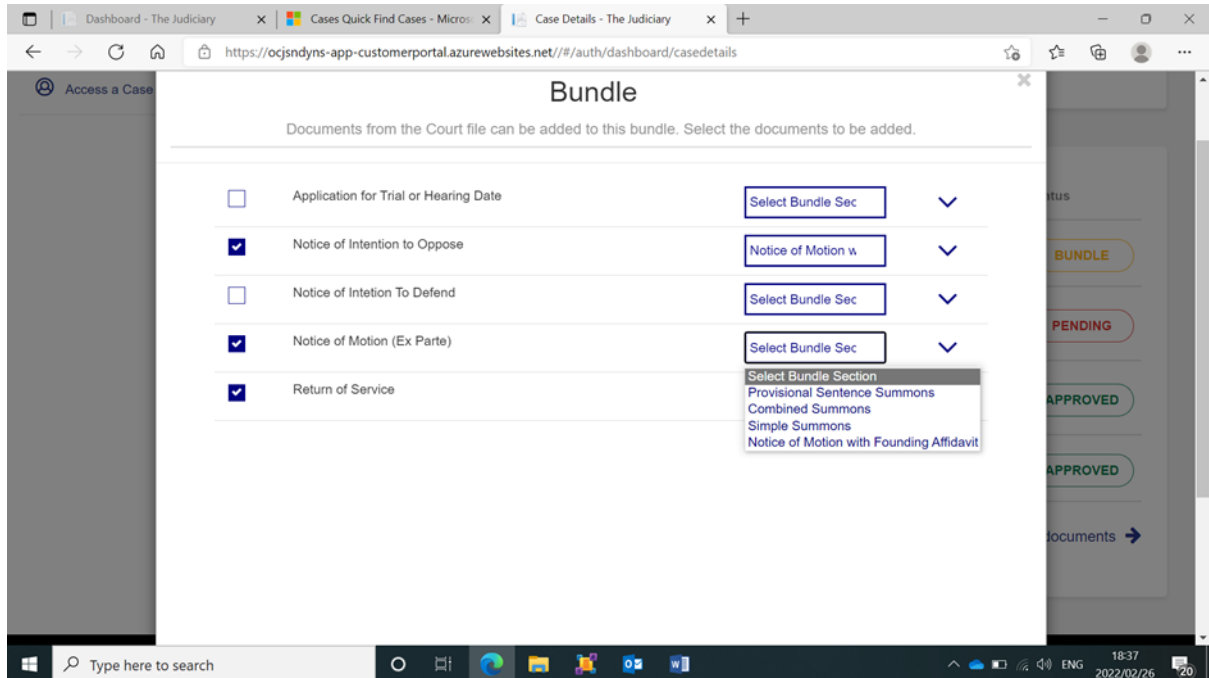
2. Once the bundle is created, the option changes to “View bundle”. **At this stage there will not be any documents in the bundle, as the documents must still be added to the bundle.**



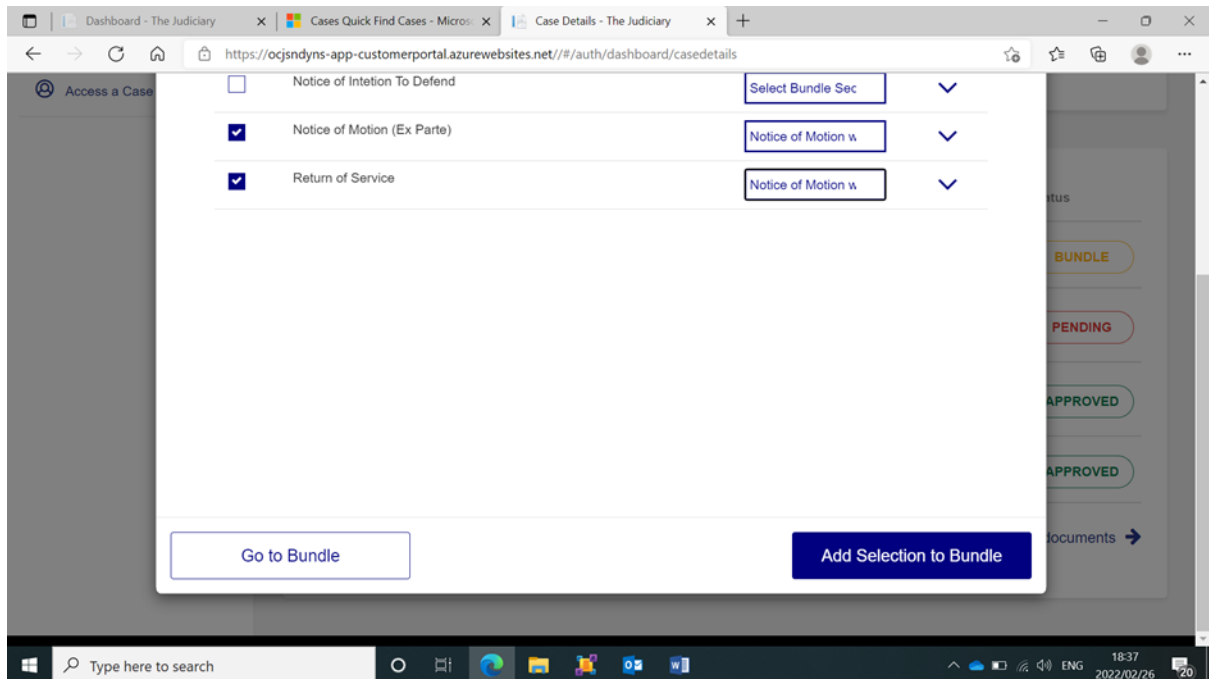
3. To add documents to the bundle, select the “my case documents” tab and then click on the **bundle** button

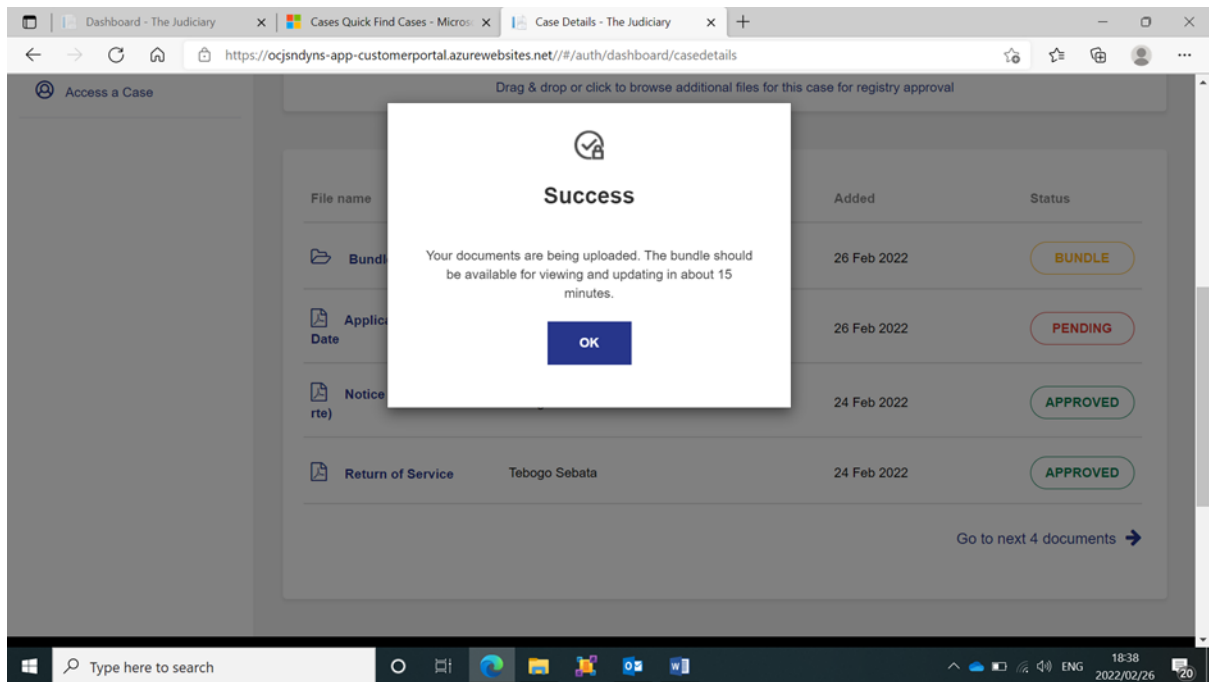


4. The title of all documents uploaded to the case file will display. Select the documents to add to the bundle and select the bundle section.



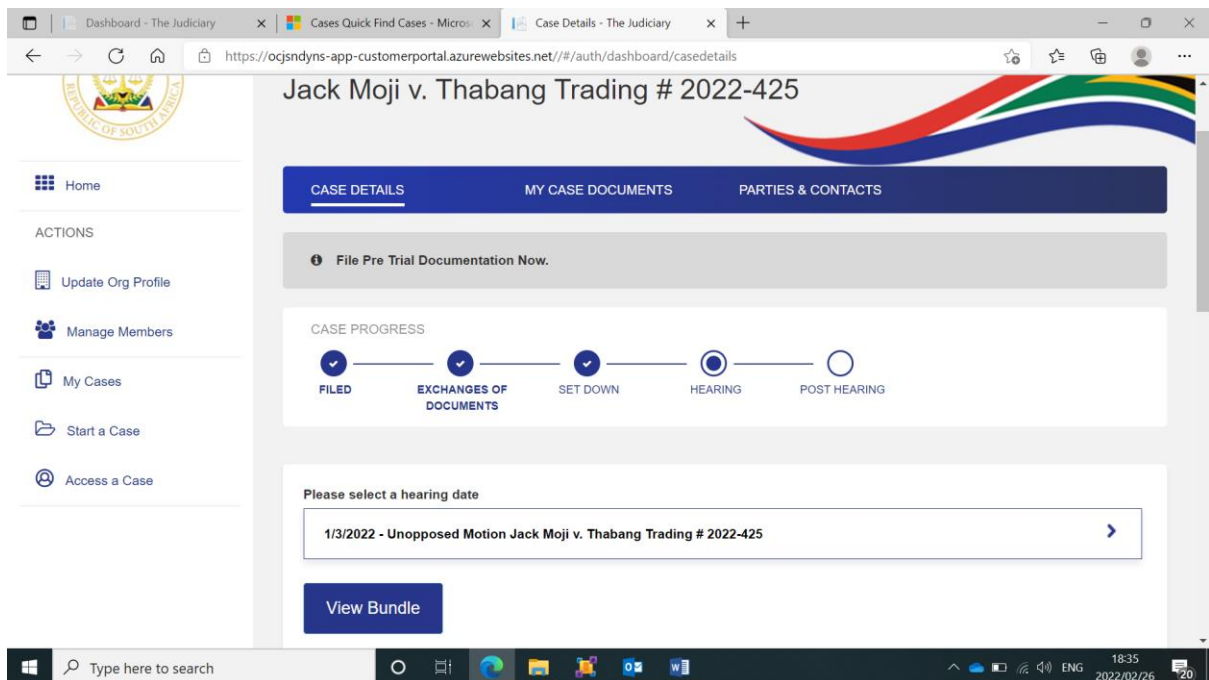
5. Ensure to click on "Add selection to bundle"





6. The bundle can be accessed in 2 ways:

(a) under the “case details” tab, click on “View Bundle”



(b) Under the “My case documents” tab, click on the blue bundle name.

The screenshot shows a web browser window with the URL <https://ocjsndyns-app-customerportal.azurewebsites.net/#/auth/dashboard/casedetails>. The left sidebar contains navigation links: "Manage Members", "My Cases", "Start a Case", and "Access a Case". The main content area has a red banner at the top that says "To Finalize the process, please upload supporting document." Below this is a large box with a document icon and the text "Drag & drop or click to browse additional files for this case for registry approval". A table below lists documents:

File name	Filed by	Added	Status
Bundle 01 Mar 2022		26 Feb 2022	BUNDLE
Application for Pre-Trial Date	Sally Smart	26 Feb 2022	PENDING
Notice of Motion (Ex Parte)	Tebogo Sebata	24 Feb 2022	APPROVED

7. The bundle will open in a separate window/tab. The bundle will look familiar: it is what you would see on CaseLines when clicking on “review case”. Note that NO documents should be added to the bundle directly from CaseLines – only documents added to the bundle from the Portal will be visible to the Judge.

The screenshot shows a web browser window with the URL <https://sajusticeuat.caselines.com/Case/Review3/648e28cb8e554c8b82e57731912515bb?bundle=5b98fbd7d494c8593cc7226d15...>. The top navigation bar includes "Home", "Find", "View", "Present", "Notes", "Download", and "People". The main content area displays a document titled "1: Notice of Intention to Oppose (26 February 2022) in 001: Notice of Motion with Founding Affidavit (Loaded)". The document is a "COURT ONLINE COVER PAGE" for the "IN THE HIGH COURT OF SOUTH AFRICA Gauteng Local Division, Johannesburg". The case number is "CASE NO: 2022-425". The parties are "Jack Moji" (Plaintiff / Applicant / Appellant) and "Thabang Trading" (Defendant / Respondent). The document is titled "Notice of Intention to Oppose". The left sidebar shows a list of documents: "001: Master Bundle", "001: Notice of Motion with Founding Affidavit", "1: Notice of Intention to Oppose (26 February 2022) 001-1 - 001-2", "2: Notice of Motion (Ex Parte) (26 February 2022) 001-3 - 001-19", and "3: Return of Service (26 February 2022) 001-20 - 001-23". The right sidebar shows "No notes.".