

REPUBLIC OF SOUTH AFRICA

THE HONOURABLE ACTING JUSTICE ZITHA

HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA

Judge's Secretary: Masala Mugwena I Cell number: 064 928 8652
Email: MMugwena@judiciary.org.za I Office No: 1.6

Date: 05 November 2026

DIRECTIVES
TRIAL DEFAULT JUDGMENT COURT
BEFORE THE HONOURABLE ACTING JUSTICE ZITHA FOR 09 – 13 NOVEMBER 2026

TO: ALL LEGAL PRACTITIONERS

1. All applications will be heard virtually, commencing at 10:00. A Microsoft Teams link can be found on Widely Shared Notes on CaseLines.

2. Counsel is advised to send an email to the writer hereof stipulating the full details of the matter they are appearing on and details of any other person that will be observing and may require access to the platform (e.g. instructing attorney/candidate attorney). Further, full names must be used when joining the meeting.

3. The roll will be called as follows: Removals, postponements and settlement, followed by order of seniority. For removals kindly write a widely shared note and upload Notice of Removal as the first section on Caselines.

4. All papers in all matters must be loaded on Caselines. If application is not loaded on Caselines it will be removed or struck off from the roll.

5. Practice notes are to be uploaded by no later than 16h00 on full court day before the date of set-down.

6. A practice note must be filed setting out the following:

   6.1 Particulars and contact details of the legal representatives;

6.2 Nature of the relief sought;
6.3 Service of the application should be pointed out;

7. Legal practitioners must before uploading the draft orders on CaseLines, check if the draft order contains the following:

7.1 Correct case number;
7.2 Correct names of the parties involved;
7.3 That the application appeared before ZITHA AJ on the set down date, number of the matter on the roll, as well as that the matter was heard virtually on Microsoft Teams.

Before the Honourable Justice Zitha AJ
On this the [set down date]
Number of matter on the initial roll
Heard Virtually via Microsoft Teams

7.4 Include the following Disclaimer: This Order is made an Order of Court by the Judge whose name is reflected herein, duly stamped by the Registrar of the Court and is submitted electronically to the Parties/their legal representatives by email. This Order is further uploaded to the electronic file of this matter on Case Lines by the Judge or his/her Secretary. The date of this Order is deemed to be the [set down date].

8. **Costs** awarded in _____ (leave a blank space to be completed after order is granted).

9. A draft order should be uploaded to CaseLines, in both PDF and Word format.

10. We trust that you will find the above in order.