CHAMBER OF THE HONOURABLE JUSTICE MINNAAR AJ
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA
Gauteng Division, High Court Building, C/O Madiba & Paul Kruger Streets
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17 November 2026

DIRECTIVE (IN ADDITION TO THE DIRECTIVES ISSUED BY THE JUDGE PRESIDENT): TRIAL DEFAULT JUDGMENTS BEFORE MINNAAR AJ: WEEK 8: 23 TO 27 NOVEMBER 2026:

1. All applications will be heard virtually via **MS Teams.** The link will be distributed in due course.

2. The roll will be called by order of seniority.

3. **In all applications** a practice note must be filed setting out at least:
   - 3.1 Particulars and contact details of the legal practitioners;
   - 3.2 Nature of the relief sought (merits/quantum or merits and quantum);
   - 3.3 A brief summary of the factual as well as legal issues involved;
   - 3.4 A clear indication which portion of the papers must be read and which not;
   - 3.5 Service should be pointed out;
   - 3.6 If applicable: statutory requirements that had to be met; and
   - 3.7 A statement that the papers are in order (if the papers are not in order, then the difficulty or shortcoming should be pointed out).

   Failure to file a practice note setting out all the above information may result in the application be struck off the roll.

5. Practice notes are to be uploaded at 16h00, one clear court day prior to the set down date.

6. A **draft order** should be uploaded to Caselines, in both PDF **and Word format**. The draft order must include:

   6.1 The number of the application on the roll: include this on the top left corner of the draft order.

   6.2 That the application appeared before Minnaar AJ on the date applicable and that same was heard virtually via MS Teams.

   6.3 Include the reference: *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* ***insert date of hearing****.*

7. All bundles should be uploaded in such a fashion that pleadings and annexures are easily identifiable. As an example: A combined summons should be uploaded in the following fashion (and this manner should be applied to all documents in all applications):

   Section 001: Combined summons

   1. Summons pages 001-1 to 001-2
   2. Particulars of claim pages 001-3 to 003-15
   3. Annexure A: Written agreement pages 001-16 to 001-30
   4. Annexure B: Written letter of demand pages 001-31 to 001-33 etc.

   Complete bundles to be uploaded according to the same time frames applicable to the uploading of the practice notes.

8. Me Moletsane should be informed, by email to BMoletsane@judiciary.org.za, as soon as possible if a matter is to be postponed or removed. Counsel should further post a note on Caselines to this effect.

9. Counsel to be mindful of notes made by Minnaar AJ on Caselines, and to comply with same.

MINNAAR AJ