

ACKNOWLEDGEMENTS

This office is indebted to and would like to acknowledge the contribution of the following: (towards)

- (i) my predecessors, for the initial practice manual;
- (ii) Joffe J, for the initial draft of the revised manual;
- (iii) all judges of the South Gauteng High Courts for their comments and inputs;
- (iv) the Johannesburg Bar, the National Forum of Advocates and the Johannesburg Attorneys Association for the critical comments.

It is thanks to the inclusive contributions of all involved that this Practice Manual has now come out in the form in which it is.

P M MOJAPELO
DEPUTY JUDGE PRESIDENT
SOUTH GAUTENG HIGH COURT

REPUBLIC OF SOUTH AFRICA
January 2010

CONTENTS

<u>1</u>	Application of the Practice Manual
<u>2</u>	Court terms
<u>3</u>	Court recess
<u>4</u>	Counsel's dress
<u>5</u>	Court sittings
<u>6</u>	Civil trials
<u>6.1</u>	Allocation of civil trials
<u>6.2</u>	Bundles of documents
<u>6.3</u>	Case management
<u>6.4</u>	Closure of the trial roll
<u>6.5</u>	Expert witnesses
<u>6.6</u>	General
<u>6.7</u>	Hearing duration
<u>6.8</u>	Pagination, indexing, binding and general preparation of papers
<u>6.9</u>	Part-heard trials
<u>6.10</u>	Practice note for trials
<u>6.11</u>	Preferential trial date
<u>6.12</u>	Pre-trial conference
<u>6.13</u>	Roll call
<u>6.14</u>	Settlement agreements and draft orders
<u>7</u>	Civil appeals
<u>8</u>	Criminal matters
<u>8.1</u>	Petitions from the lower court
<u>8.2</u>	Appeals
<u>8.3</u>	Automatic review
<u>8.4</u>	Bail appeals
<u>8.5</u>	Reviews
<u>8.6</u>	Trials
<u>9</u>	Motion court
<u>9.0</u>	Allocation of courts
<u>9.1</u>	Definitions
<u>9.2</u>	Index
<u>9.3</u>	Binding of papers
<u>9.4</u>	Pagination
<u>9.5</u>	Preparation of papers
<u>9.6</u>	Draft Orders
<u>9.7</u>	Briefing of counsel
<u>9.8</u>	Opposed Motions
<u>9.9</u>	Unopposed Motions

- [9.10](#) Opposed Interlocutory Applications (excluding exceptions and interlocutory interdicts)
 - [9.11](#) Special Motions (Applications of long duration)
 - [9.12](#) Summary Judgments
 - [9.13](#) Rule 43 applications
 - [9.14](#) Default cases - notices of set down
Annexure to 9.14
 - [9.15](#) Matters properly enrolled but which do not appear on the roll
 - [9.16](#) Settlement
 - [9.17](#) Striking from the Roll
 - [9.18](#) Postponements
 - [9.19](#) Service
 - [9.20](#) Stale service
 - [9.21](#) Settlement agreements
 - [9.22](#) Duplicate Files
 - [9.23](#) Urgent Applications (Annexure A)
- [10](#) Particular applications
- [10.1](#) Anton Piller type orders
Annexure A
Annexure B
 - [10.2](#) Admission of advocates
 - [10.3](#) Cancellation of sale in execution
 - [10.4](#) Change to the matrimonial regime
Annexure A
 - [10.5](#) Compromise in terms of section 311 of the Companies Act [61 of 1973](#)
 - [10.6](#) Curator *bonis*
 - [10.7](#) Curator *ad litem*
 - [10.8](#) Enquiries in terms of section 417 of the Companies Act [61 of 1973](#)
 - [10.9](#) Eviction in terms of the Prevention of Illegal Evictions and Unlawful Occupation of Land Act, [19 of 1998](#)
 - [10.10](#) The Hague Convention on the Civil Aspects of International Child Abduction Act 72 of 1996
 - [10.11](#) Liquidation
 - [10.12](#) Provisional sentence
 - [10.13](#) Rehabilitation
 - [10.14](#) Removal or amendment of restrictions on land use
 - [10.15](#) Requests for permission to film or record judicial proceedings
 - [10.16](#) Sequestration
 - [10.17](#) Foreclosure (and execution when property is, or appears to be, the defendant's primary home)
Affidavit pursuant to Chapter 10.17
- [11](#) Leave to appeal in civil matters
- [12](#) Unopposed divorce action
- [13](#) Judge in chambers
- [14](#) Judges' clerks
- [15](#) Opening of court files
Annexure to Chapter 15
- [16](#) Standard order
- [16.1](#) Default judgment granted by the registrar
 - [16.2](#) Summary judgment
 - [16.3](#) Provisional sentence
 - [16.4](#) Default judgment by court
 - [16.5](#) Absolution from the instance
 - [16.6](#) Edictal citation
 - [16.7](#) Substituted service
 - [16.8](#) Rule 43
 - [16.9](#) Divorce with settlement agreement
 - [16.10](#) Divorce without settlement agreement
 - [16.11](#) Post nuptial registration of a contract
 - [16.12](#) General order for discovery
 - [16.13](#) Agreement of settlement
 - [16.14](#) Rule nisi
 - [16.15](#) Restrictive conditions on land
 - [16.16](#) Unallocated order
 - [16.17](#) Provisional sequestration
 - [16.18](#) Final sequestration
 - [16.19](#) Rehabilitation
 - [16.20](#) Surrender
 - [16.21](#) Provisional liquidation
 - [16.22](#) Final liquidation
 - [16.23](#) Discharge of provisional sequestration or liquidation
 - [16.24](#) Section 311

16.25	Judicial management
16.26	Leave to appeal
16.27	Order on appeal
16.28	Order in terms of rule 39 (22)
16.29	Admission of translator

[17](#) Ushers

[Annexure](#): Notice of scheme meeting

CHAPTER 1

Application of the practice manual

1. This practice manual sets out the practice in the South Gauteng High Court, Johannesburg, Republic of South Africa.
2. As such it seeks to inform how the courts in this high court function. It also seeks to obtain uniformity amongst judges in respect of practice rulings. It must be emphasised that no judge is bound by practice directives. Accordingly, the practice manual is not intended to bind judicial discretion. Nonetheless, it should be noted, that the judges of this high court strive for uniformity in the functioning of the courts and their practice rulings. The practice manual thus sets out what can be anticipated occurring, in the normal course of events, on any issue dealt with in the practice manual.
3. This manual supersedes all previous practice directives and will come into effect on 01 February 2010, the first day of the first term of 2010.
4. Amendments to the practice manual can only be made by the Deputy Judge President after consultation with the other judges of the South Gauteng High Court, Johannesburg.
5. Reference in this manual to the rules, is a reference to the Uniform Rules of Court in Government Notice R.48 of 12 January 1965 as amended and the Transvaal Rules.
6. Reference in this manual to "counsel" includes an advocate and an attorney who appears in court or before a judge in chambers to represent a litigant. Reference in this manual to "legal representative" means a litigant's attorney of record and includes a party appearing in person.

CHAPTER 2

Court terms

1. The calendar year is divided into four court terms. The duration of each court term is approximately 10 weeks.
2. Each court term commences on a Monday and terminates on a Friday.
3. The first court term of each year commences on the Monday immediately after 23 January. The last court term of each year ends on the Friday immediately before 10 December.
4. The court goes into recess for two weeks between the first and second court term, five weeks between the second and third court term, one week between the third and fourth court term and seven weeks after the end of the fourth court term and the commencement of the first court term in the succeeding year.
5. The Judge President determines the duration of each court term.

CHAPTER 3

Court recess

1. The Judge President determines the duration of recess duty which the judges of the division must perform during recess. The Judge President further directs in which courts the judges who are on duty, sit.
 - 2.1 Subject to 2.2 and 5 below, only unopposed motion court matters, unopposed divorce actions, opposed rule 43 applications without complexity, urgent applications and bail appeals will be heard during recess.
 - 2.2 Save for urgent applications no matters at all may be enrolled for hearing from 25 December to 2 January of each year.
3. Subject to any direction by the Judge President or the Deputy Judge President, the senior judge on duty from time to time during the recess, allocates other matters requiring determination during recess to the other judges on duty.
4. During recess automatic reviews are distributed equally amongst the judges on duty, except that the judges sitting in motion court will not be allocated reviews on Monday or Tuesday of the week and the judge sitting in the urgent court will not be allocated reviews during the entire week.
5. Petitions (as contemplated in Chapter 8.1) and automatic reviews (as contemplated in Chapter 8.3) are also to be dealt with during recess. The senior judge on duty during recess shall distribute petitions to judges on duty with him or her during recess.

CHAPTER 4

Counsel's dress

1. Counsel are required to be properly dressed. If not properly dressed they run the risk of not being "seen" by the presiding judge.
2. Proper dress for junior counsel comprises:
 - 2.1 A black stuff gown.
 - 2.2 A plain black long sleeved jacket (and not a waistcoat) which has both a collar and lapels. The jacket must have, for closing, one or two buttons at the waist. The buttons must be black.
 - 2.3 A white shirt or blouse closed at the neck.
 - 2.4 A white lace jabot or white bands.
 - 2.5 Dark pants or skirt.
 - 2.6 Black or dark closed shoes.
3. Proper dress for senior counsel comprises:
 - 3.1 A silk gown.
 - 3.2 A silk waist coat.
 - 3.3 A white shirt or blouse closed at the neck.
 - 3.4 A white lace jabot or white bands.
 - 3.5 Dark pants or skirt.
 - 3.6 Black or dark closed shoes.
4. Counsel must ensure when appearing in court that their waist coats or jackets, as the case may be, are buttoned up.
5. It is not proper for counsel to enter court not fully robed as set out in para 2 and para 3 supra. It follows that counsel should not robe in court.

CHAPTER 5

Court sittings

1. Save as set out below, all the courts of this division will commence sitting at 10h00. The courts adjourn at 11h15 and resume sitting at 11h30. The courts adjourn at 13h00 and resume sitting at 14h00. The courts adjourn for the day at 16h00.
2. Counsel must be punctual in their attendance in court at the aforesaid times.
3. Notwithstanding para 1 above, it should be noted, that:
 - 3.1 Roll call of civil trials commences at 9h30.
 - 3.2 Motion courts 2 and 3 commence sitting during court term at 9h30.
 - 3.3 Applications for leave to appeal are usually enrolled for hearing at 9h30.
4. The presiding judge may, at his/her discretion, deviate from the times set out above.

CHAPTER 6

Civil trials

- 6.1 Allocation of civil trials
- 6.2 Bundles of documents
- 6.3 Case management
- 6.4 Closure of the trial roll
- 6.5 Expert witness
- 6.6 General
- 6.7 Hearing duration
- 6.8 Pagination, indexing, binding and general preparation of papers
- 6.9 Part-heard trials
- 6.10 Practice notes for trials

6.11 Preferential trial date

6.12 Pre-trial conference

6.13 Roll call

6.14 Settlement agreements and draft orders

6.1 Allocation of civil trials

1. A trial will normally be allocated by the Deputy Judge President for hearing by a specific judge at roll call. Roll call is held at 09h30 in Court GC.
2. An allocation of a trial for hearing by a specific judge may be made prior to roll call in which event counsel and/or the litigants' legal representatives will be informed of the allocation before roll call.
3. In the allocation of trials due regard will be had to any justifiable claim for precedence in allocation.
4. As a general rule precedence in allocation will be given to trials in which a proper pre-trial minute was timeously filed with the registrar.
5. Only trials that are ready for immediate commencement and continuous running to their conclusion will be allocated for hearing.
6. If it appears at roll call in a trial where the parties have opposing expert witnesses that there is no joint expert minute, the trial will not be allocated until there has been proper compliance with this practice. This may result in the removal of the trial from the roll and the parties having to apply for a new trial date.
7. If, after allocation of a trial for hearing, it appears to the trial judge that there is no joint expert minute, the presiding judge to whom the trial has been allocated, will not commence or continue with the hearing of the trial but will require proper compliance with the practice. The presiding judge will determine the further hearing of the trial.

6.2 Bundles of documents

1. Where a party or the parties to a trial intend utilising documents in their conduct of the trial such documents must be collated, numbered consecutively and suitably bound.
2. Each bundle must be indexed. The index must briefly describe each document in the bundle as a separate item.
3. The parties should preferably agree upon a joint bundle of documents. Where the parties are unable to agree upon a joint bundle, the parties must agree which party's bundle shall be the dominant bundle. The subservient bundle or bundles must not contain documents contained in the dominant bundle or bundles.
4. The documents should not be bound in volumes of more than 120 pages.
5. The bundle of documents must be bound in a manner that does not hinder the turning of pages and which enables it to remain open without being held open.
6. The parties must agree prior to the commencement of the trial upon the evidential status of the documents contained in the bundle. This agreement must be contained in a pre-trial minute. The agreement must also cover the issue as to which document will be part of the record before the court, to deal with the eventuality of an appeal.
7. If unnecessary documents are included in the bundle the court may on the application of any party to the trial, or *mero motu*, make a punitive cost order in respect thereof.

6.3 Case management

1. Any party to a trial who is of the opinion that by reason of its complexity, long duration or any other reason, the trial requires case management, shall deliver a letter to the registrar marked for the attention of the Deputy Judge President. The letter must set out-
 - 1.1 the names of the parties to the trial and the case number;
 - 1.2 the nature of the dispute;
 - 1.3 an estimate of the probable duration of the trial;
 - 1.4 the reason why that party is of the opinion that the trial requires case management.Proof that a copy of this letter has been forwarded to the other party or parties in the trial must be provided.
2. Any party who is in receipt of such a letter and who wishes to make representations in respect thereof may do so by forthwith delivering a letter to the registrar marked for the attention of the Deputy Judge President. A copy of the letter must be delivered to all other parties to the trial and proof thereof must be provided.
3. The registrar will advise the parties of the outcome of the request.
4. In the event of the request for case management being granted, the Deputy Judge President shall appoint a judge to undertake the case management of the trial.

5. On the appointment of the judge as aforesaid:

5.1 all interlocutory applications relating to the trial, will, as far as possible, be heard by that judge;

5.2 any party to the trial, on notice to all other parties to the trial, may apply to the judge for directions as to the conduct of the trial. The judge may furnish such directions or direct that an interlocutory application be brought;

5.3 the appointed judge may direct that one or more pre-trial conference be held before him or in his absence.

6.4 Closure of the trial roll

1. The trial roll closes at 13h00 on the day preceding the allocated trial date whereafter access to the court file will not be permitted.

2. The prohibition of access to the court file continues for the duration of the trial, save with the leave of the trial judge.

3. Notwithstanding the foregoing, attention is drawn to the requirement in respect of pagination, indexing and binding of papers which must occur not less than five days prior to the date allocated for the hearing of the trial.

6.5 Expert witnesses

1. The time periods provided in Rule 36 (9) of the Uniform Rules of Court are often inadequate. This can result in trials not being ripe for hearing on their allocated trial date.

2. To preclude this from happening, it is suggested, that in appropriate matters, the parties to a trial, by agreement, lengthen the aforementioned time periods as well as the time period referred to in paragraph 5 infra. Such an agreement should provide that notice of intention to call an expert witness be given not less than thirty (30) court days before the allocated trial date and the summary of the expert's opinion be delivered not less than twenty (20) court days before the allocated trial date.

3. Where one or more parties to a trial wish to enter into such an agreement, but is or are unable to conclude such an agreement, an application may be brought in terms of Rule 27 (1) of the Uniform Rules of Court for the extension of the relevant time periods.

4. It should be noted that such an agreement, and consequently such an application, is generally conducive to the efficient conduct of a trial. Failure to conclude such an agreement without good cause, and opposition to such an application without good cause, may attract a punitive cost order either on the application by the party or the parties seeking the relief, or *mero motu* by the judge hearing the application.

5. In all trials in which the parties have opposing expert witnesses, such opposing expert witnesses must meet and reduce their agreements and disagreements to writing in joint expert minutes, signed by them. This minute must be filed in the court file not less than five days prior to the date allocated for the hearing of the trial.

6. If it appears at roll call in a trial where the parties have opposing expert witnesses that there is no joint expert minute, the trial will not be allocated until there has been proper compliance with this practice. This may result in the removal of the trial from the roll and the parties having to apply for a new trial date.

7. If, after allocation of a trial for hearing, it appears to the trial judge that there is no joint expert minute, the presiding judge to whom the trial has been allocated, may in his/her discretion not commence or continue with the hearing of the trial and may either require proper compliance with the practice or postpone the trial. The presiding judge will determine the further hearing of the trial, if not postponed.

6.6 General

1. Counsel must ensure that they are available for the entire duration of the trial. The failure to do so will result in counsel's conduct being referred to the relevant society or association of which counsel is a member for disciplinary action.

2. A postponement of a trial will normally not be granted because counsel is not available for the trial or for the entire duration of the trial.

3. Any matter which may affect the continuous running of the trial to its conclusion must be disclosed at roll call and to the judge to whom the trial is allocated before the commencement of the trial.

6.7 Hearing duration

1. A trial is designated "of long duration" if it is anticipated that it will last more than five (5) days.

2. If any party to a trial is of the view that a trial will last longer than five days, that party shall deliver at least two weeks before the trial date a letter to the registrar marked for the attention of the Deputy Judge President. The letter must set out-

2.1 the names of the parties to the trial and the case number;

2.2 the nature of the dispute;

- 2.3 an estimate of the probable duration of the trial;
- 2.4 that a pre-trial conference in terms of Rule 37 has been held and a copy of relevant minute must be annexed to the letter.
3. If any party to a trial is of the view that a trial will last longer than ten days that party shall act as set out in paragraph 2 above, but shall do so at least four weeks before the trial date.
4. 4.1 If any party or the parties to a trial are of the view that a trial will last longer than fifteen (15) days, after following the procedure for the allocation of the trial date, as set out in Transvaal Rule 7, the party or parties shall deliver a letter to the registrar marked for the attention of the Deputy Judge President. The letter must set out-
 - 4.1.1 the names of the parties to the trial and the case number;
 - 4.1.2 the nature of the dispute;
 - 4.1.3 an estimate of the probable duration of the trial;
 - 4.1.4 that a pre-trial conference in terms of rule 37 has been held and a copy of the relevant minute must be annexed to the letter.
- 4.2 The Deputy Judge President shall inform the parties in writing of the date allocated for the trial upon receipt of the letter that complies with 4.1 above. A trial date for a matter anticipated to last longer than fifteen (15) days will only be allocated by the Deputy Judge President in writing.
- 4.3 After being informed of the trial date, all the parties to the trial must comply with Transvaal Rule 7 (5).
5. If the letter referred to in paragraphs 2, 3 and 4 above is not directed by all the parties to the trial, proof that a copy of the letter has been forwarded to the other party or parties to the trial, must be provided.
6. Any party who is in receipt of a letter referred to in paragraphs 2, 3 and 4 above and who wishes to make representations in respect thereof, may do so by forthwith delivering a letter to the registrar for the attention of the Deputy Judge President. A copy of this letter must be delivered to all other parties to the trial and proof thereof must be provided.

6.8 Pagination, indexing, binding and general preparation of papers

1. The plaintiff shall, not less than ten days prior to the date allocated for the hearing of the trial-
 - 1.1 collate, number consecutively and suitably bind all the pleadings relating to the trial as a separate bundle and ensure that they are in the court file;
 - 1.2 collate, number consecutively and suitably bind all the notices relating to the trial as a separate bundle and ensure that they are in the court file;
 - 1.3 collate, number consecutively and suitably bind all pleadings which were amended after delivery thereof;
 - 1.4 collate, number consecutively and suitably bind the pre-trial minute and all documents relating thereto;
 - 1.5 prepare and attach an index to the pleadings bundle, the notices bundle and the pre-amendment pleadings bundle and the pre-trial bundle respectively. The index must briefly describe each pleading, notice or document as a separate item.
2. In binding the pleadings, notices and documents, care must be taken to ensure that the method of binding does not hinder the turning of pages and the bundle should remain open without being held open.
3. The pleadings, notices and documents should not be bound in volumes of more than 120 pages.
4. The pleadings bundle must only contain the original pleadings (as amended, if applicable).
5. If a document or documents attached to the pleadings, or contained in the bundles as referred to in para 1, is or are-
 - 5.1 in manuscript; or
 - 5.2 not readily legible,the plaintiff shall ensure that legible typed copies of the document or documents are provided.

6.9 Part-heard trials

1. As a general rule, part-heard trials should be avoided. Accordingly no trial should be commenced with where any issue or consideration exists to the knowledge of counsel that would interfere with the completion of the trial.
2. A judge hearing a trial will be most reluctant to postpone a trial which will result in a part-heard trial.
3. Where a trial is part-heard, a date for the continuation thereof must be applied for by delivering a letter to the registrar marked for the attention of the Deputy Judge President. This letter must set out-
 - 3.1 the names of the parties to the action and the case number;

- 3.2 the name of the judge before whom the trial became part-heard;
 - 3.3 the date when the trial became part-heard;
 - 3.4 an estimate of the probable duration for the completion of the trial;
 - 3.5 whether a copy of the record of the part-heard portion of the trial is available.
4. If the letter referred to in the previous paragraph is not a joint letter from all the parties to the trial, proof that a copy of the letter has been forwarded to the other party or parties to the trial, must be provided.
 5. A party who is in receipt of a letter referred to in paragraph 4 above, and who wishes to make representations in respect thereof, may do so forthwith by delivering a letter to the registrar for the attention of the Deputy Judge President. A copy of the letter must be delivered to all other parties to the trial and proof thereof must be provided.
 6. The Deputy Judge President shall inform the parties in writing of the date allocated for the completion of the trial.
 7. After being informed of the trial date, all the parties to the trial must comply with Transvaal Rule 7 (5).

6.10 Practice note for trials

1. The counsel for each party to a trial shall send a practice note by facsimile transmission in respect of the trial enrolled for hearing.
2. The practice note shall be transmitted to telephone number 011 332 8257 and shall be transmitted not earlier than 15h30 on the day preceding the day on which the trial is enrolled for hearing and not later than 08h30 on the day on which the trial is enrolled for hearing.
3. The practice note shall set out-
 - 3.1 the names of the parties to the trial, the case number and its number on the roll;
 - 3.2 the name of each party's counsel, whom they represent and their cellular and landline numbers;
 - 3.3 the nature of the dispute;
 - 3.4 the relief sought at the trial by the party on whose behalf the counsel completing the practice note appears;
 - 3.5 an estimate of the probable duration of the trial;
 - 3.6 the date on which the pre-trial conference was held;
 - 3.7 the date on which the pre-trial conference minute was registered on the registrar's computer system;
 - 3.8 whether any precedence is sought for the hearing of the trial, and if so, the motivation therefore;
 - 3.9 any issue or consideration that would interfere with the immediate commencement and continuous running of the trial to its conclusion;
 - 3.10 if the trial is one of long duration with an estimated duration of longer than five days but less than sixteen days, a copy of the letter referred to in paragraphs 2, 3 and 4 of the sub-chapter entitled "Hearing Duration" must be referred to and attached to the practice note of the party who delivered the letter.

6.11 Preferential trial date

1. A request for a preferential trial date must be made only after following the procedure for the allocation of a trial date as set out in Transvaal Rule 7.
2. A request for a preferential trial date is made by delivering a letter to the registrar marked for the attention of the Deputy Judge President. The letter must set out-
 - 2.1 the names of the parties to the trial and the case number;
 - 2.2 the nature of the dispute;
 - 2.3 an estimate of the probable duration of the trial;
 - 2.4 the motivation for the allocation of a preferential date.
3. If the aforementioned letter is not directed by all the parties to the trial, proof that a copy of the letter has been forwarded to the other party or parties to the trial, must be provided.
4. Any party who is in receipt of a letter referred to in paragraph 2 above, and who wishes to make representations in respect thereof, may do so forthwith by delivering a letter to the registrar for the attention of the Deputy Judge President. A copy of the letter must be delivered to the other party or parties to the trial and proof thereof must be provided.
5. The Deputy Judge President shall inform the parties in writing of the outcome of the request and of the date

allocated for the trial in the event of the request being acceded to.

6. After being informed of a trial date, all the parties to the trial must comply with Transvaal Rule 7 (5). The letter from the Deputy Judge President allocating the trial date must be attached to Notice of Set-down delivered in terms of Rule 7 (5).

6.12 Pre-trial conference

1. A pre-trial conference as contemplated in Rule 37 must be held in every matter which is to proceed to trial.
2. In order to ensure that it is effective, a pre-trial conference must ideally be held after discovery and after the parties have exchanged documents as contemplated in Rule 35. In the event of discovery being made after the holding of a pre-trial conference, a further pre-trial conference must be held after such discovery and exchange of discovered documents.
 - 2.1 If it appears at the roll call-
 - 2.1.1 that the parties have seriously endeavoured to narrow the issues and explore settlement;
 - 2.1.2 that there are no outstanding requests for admissions or particularity and no outstanding requests for documents;
 - 2.1.3 that, where applicable, the experts have met and produced a joint minute;
 - 2.1.4 that the trial is ready to commence immediately and run continuously to a conclusion, then the matter will be ripe for allocation, provided a judge is available.
 - 2.2 Parties have a continuous obligation to seek to narrow issues and to comply with the substantive requirements of Rule 37, notwithstanding the fact that strict compliance with the Rule may no longer be possible because a pre-trial conference has not been held six (6) weeks before trial.
 - 2.3 If it appears at the roll call that one party has prevented substantial compliance with Rule 37 despite genuine and timeous efforts by the other party to achieve substantial compliance therewith, the court may allocate the matter if it appears the matter can run continuously to a conclusion within five (5) days despite the said non-compliance.
 - 2.4 If it appears the matter cannot run continuously to a conclusion within five (5) days due to the prevention of substantial compliance with Rule 37, the matter may be placed under case management in the hands of a designated Judge as contemplated in Rule 6.3 and may on application be granted a preferential trial date when a new trial date is sought.
 - 2.5 The court may deal with the issues of costs arising out of any postponement at the roll call rather than reserving the costs.
3. If, after allocation of a trial for hearing, it appears to the judge presiding that there has not been proper compliance with Rule 37, the presiding judge to whom the trial has been allocated, may, instead of commencing or continuing with the hearing of the trial, order proper compliance with Rule 37. The presiding judge will then determine the further hearing of the trial.
4. Where a party wishes to request that a judge presides over the pre-trial conference in terms of Rule 37 (8), that party shall do so by delivering a letter to the registrar for the attention of the Deputy Judge President. A copy of this letter must be delivered to all other parties to the trial and proof thereof must appear from the letter directed to the Deputy Judge President. Any party who is in receipt of such a letter and who wishes to make representations in respect thereof, may do so by forthwith delivering a letter to the registrar for the attention of the Deputy Judge President. A copy of this letter must be delivered to all other parties to the trial, and proof thereof must appear from the letter directed to the Deputy Judge President.
5. Where a party wishes to request that the registrar should intervene by fixing the time, date and place for the conference in terms of Rule 37 (3) (b) that party shall do so by delivering a letter to the registrar. A copy of this letter must be directed to all other parties to the trial and the procedure contemplated in paragraph 5 above shall apply mutatis mutandis.
6. The request for intervention by the registrar as contemplated in Rule 37 (3) (b), or the Deputy Judge President, as contemplated in Rule 37 (8), must be made timeously and preferably before the time prescribed for the holding of the conference has expired.
7. At roll call priority may be given to cases in which minutes of acceptable quality (proper pre-trial minutes) were timeously filed with the registrar.
8. Where there are competing minutes of acceptable quality, priority may be given to the matter or matters in the order in which (a) the minutes were filed, (b) the pre-trial conferences were held, and (c) the matters appear on the trial roll.
9. Joint Minute of Experts:
 - (a) Where there are overlapping experts, the experts shall meet and produce joint minutes indicating their endeavour to settle, and failing settlement, narrowly defining their differences;
 - (b) In such a case the legal representatives shall, before commencement of trial, hold a pre-trial conference to achieve the objectives of Rule 37 with regard to the issue or issues arising between the overlapping

experts.

6.13 Roll call

1. A roll call will be held at 09h30 on each day during the court term of all trials enrolled for hearing on that day. If necessary further roll calls will be held at 11h30 and 14h00.
2. Unless advised prior to the commencement of roll call that a trial has been allocated to a specific judge, the parties' legal representatives must attend roll call and continue so attending until the trial has been allocated or otherwise disposed of.
3. If a trial cannot be allocated for hearing on the day for which it is enrolled for hearing, the parties' legal representatives must attend roll call on the next and subsequent days until the trial is allocated for hearing.
4. Unless the parties' legal representatives state the contrary, it will be assumed that-
 - 4.1 the parties' legal representatives are not aware of any reason why the trial, if allocated, cannot commence and run continuously to its conclusion;
 - 4.2 the pleadings have been properly paginated and indexed;
 - 4.3 a bundle of documents (where necessary) properly paginated and indexed has been prepared;
 - 4.4 where separate bundles of documents have been prepared by the parties, there is no duplication of documents in the various bundles;
 - 4.5 all issues relating to the pre-trial conference have been completed.
5. If any of the assumptions referred to in paragraph 4 above are proved to be incorrect, the trial will not be allocated. If the trial has already been allocated and any of the aforementioned assumptions are proved to be incorrect, the trial will not be commenced but will be referred back to the judge who conducted the roll call.
6. Unless indicated to the contrary on the daily roll, roll call at 09h30 will be held in court GC. Counsel will be advised by the presiding judge where the subsequent roll calls, if necessary, will be held.

6.14 Settlement agreements and draft orders

1. Where the parties to a civil trial have entered into a settlement agreement, a judge will only make such settlement agreement an order of court if-
 - 1.1 counsel representing all the parties to the trial are present in court and confirm the signature of their respective clients to the settlement agreement and that their clients want the settlement agreement made an order of court;
or
 - 1.2 proof to the satisfaction of the presiding judge is provided as to the identity of the person who signed the settlement agreement and that the parties thereto want the settlement made an order of court.
2. Where the parties to a civil trial have settled the trial on the terms set out in a draft order, a judge will only make such draft order an order of court if-
 - 2.1 counsel representing all the parties to the trial are present in court and confirm that the drafter order correctly reflects the terms agreed upon;
or
 - 2.2 proof to the satisfaction of the presiding judge is provided that the draft order correctly reflects the terms agreed upon.
3.
 - 3.1 Without derogating from the above requirements, where a Minister of State, Member of an Executive Council (MEC) or State-owned company or enterprise is a defendant in a civil trial and the parties have concluded a settlement agreement, a judge will only make such settlement agreement an order of court if the parties provide written proof to the satisfaction of the presiding judge that the responsible Minister, MEC or chief executive officer of the State-owned company or enterprise is aware of the settlement and has approved it.
 - 3.2 Where the Minister of Police is the defendant in a civil trial, the parties shall, in addition to the requirements set out in 1, 2 and 3.1 above, provide the presiding judge with a certified copy of the plaintiff's identification document or passport.

CHAPTER 7

Civil appeals

1. Once a date has been allocated for the hearing of any civil appeal, the parties may not agree to postpone the appeal without the leave of the Deputy Judge President or the judges to whom the appeal has been allocated for hearing.
2. In all civil appeals, the appellant's heads of argument must be delivered not later than fifteen days before the

appeal is heard and the respondent's heads of argument must be delivered not later than ten days before the appeal is heard.

3. If counsel intend to rely on authority not referred to in their heads of argument, copies thereof should be available for the judges hearing the appeal and counsel for each other party.
4. In regard to the content of their heads of argument, counsel are reminded of the *dicta* in *Catheram Car Sales & Coachworks Ltd v Birkin Cars (Pty) Ltd and Another* [1998 \(3\) SA 938](#) SCA at 955 B-F and *Ensign-Bickford (South Africa) (Pty) Ltd and Others v AE & CI Explosives and Chemicals Ltd* [1999 \(1\) SA 70](#) SCA 844-85C.
5. Counsels' names and contact details, including cell phone numbers, must appear on the heads of argument.
6. When allocating a date for the hearing of an appeal, the Deputy Judge President may direct that the parties deliver heads of argument earlier than provided for in paragraph 2 above.
7. Simultaneously with the filing of their heads of argument counsel shall file a practice note. The practice note shall set out-
 - 7.1 each issue that has to be determined in the appeal;
 - 7.2 an extremely brief submission in respect of each such issue;
 - 7.3 what portion of the record must be read.
8. 8.1 In all civil appeals the record shall be securely bound in volumes of no more than 120 pages. Each volume shall be consecutively paginated and have a cover sheet reflecting-
 - 8.1.1 the case number;
 - 8.1.2 the names of the parties;
 - 8.1.3 the total number of volumes in the record;
 - 8.1.4 the volume number of the particular volume;
 - 8.1.5 the court appealed from;
 - 8.1.6 the names, addresses and telephone numbers of the parties' legal representatives.
- 8.2 The first volume of the record shall contain an index of the evidence, documents and exhibits. The index must identify each document and exhibit.
- 8.3 Unless it is essential for the determination of the appeal, and the parties agree thereto in writing, the record shall not contain-
 - 8.3.1 the opening address to the court *a quo*;
 - 8.3.2 argument at the conclusion of the application or trial;
 - 8.3.3 discovery affidavits and notices in respect thereof;
 - 8.3.4 identical duplications of any document contained in the record;
 - 8.3.5 documents that were not proved or admitted in the court *a quo*.
- 8.4 If it will facilitate the hearing of the appeal, or if requested by the presiding judge in the appeal, the parties shall prepare a core bundle of documents relevant to the determination of the appeal. This bundle should be prepared in chronological sequence and must be paginated and indexed.
- 8.5 In the event of a party failing to comply with any of the foregoing, the court may *mero motu*, or on application of any party to the appeal, make a punitive cost order.

CHAPTER 8

Criminal matters

- 8.1 Petitions from the lower court
- 8.2 Appeals
- 8.3 Automatic review
- 8.4 Bail appeals
- 8.5 Reviews
- 8.6 Trials

8.1 Petitions from the lower court

1. The Criminal Procedure Act now provides that an accused who wishes to note an appeal against conviction or sentence of a lower court must first apply to that court for leave to appeal. If such an application for leave is unsuccessful in the lower court, the accused may "by petition apply to the Judge President of the Court having jurisdiction" for leave to appeal ([Section 309B](#) and [309C](#)).

2. The Judge President has directed that in the South Gauteng High Court, Johannesburg, such a petition may be addressed to the Deputy Judge President of this court.
3. The petition from the lower court must be lodged by way of petition procedure (as was formerly the case in the Supreme Court of Appeal) and not by way of notice of motion to the motion court.
4. The petition to the Judge President or Deputy Judge President for leave to appeal against the conviction or sentence of the lower court must be lodged by delivering the original and two (2) copies to the registrar dealing with petitions who shall in turn distribute them to Judges in accordance with the directives given by the Deputy Judge President.

8.2 Appeals

1. Criminal appeals are enrolled by the Director of Public Prosecutions.
2. When giving notice of the set down of a criminal appeal, the Director of Public Prosecutions shall, where the appeal is against conviction, specify the date by which the appellant's heads of argument must be delivered and the date by which the respondent's heads must be delivered. The Director of Public Prosecutions may, at his/her discretion or on the direction of the Deputy Judge President, where the appeal is against sentence only, specify the dates by which heads of argument are to be delivered by the respective parties.
3. Failure to file the heads of argument timeously will, as a general rule, only be condoned in exceptional circumstances. Error or oversight by counsel and legal representatives or the latter's employees will rarely be regarded as exceptional circumstances.
4. Where heads of argument have been required by the Director of Public Prosecutions, the Director of Public Prosecutions must in turn file heads of argument not later than five (5) court days before the date upon which the appeal is enrolled for hearing.
5. The presiding judge in the criminal appeal, the judge president or the deputy judge president may direct that the heads of argument be delivered earlier than the dates referred to above.
6. Counsel's names, contact details including cell phone number, must appear on the heads of argument.
7. If counsel intend to rely on authority not referred to in their heads of argument, copies thereof should be available for the judges hearing the appeal and counsel for each party. The same should apply where counsel intend to reply on unreported judgments.
8. In regard to the content of their heads of argument counsel are reminded of the *dicta* in *Catheram Car Sales & Coachworks Ltd v Birkin Cars (Pty) Ltd and Another* [1998 \(3\) SA 938](#) SCA at 955 B-F and *Ensign-Bickford (South Africa) (Pty) Ltd and Others v AECI Explosives and Chemicals Ltd* [1999 \(1\) SA 70](#) SCA at 84H-85C.

8.3 Automatic review

1. Criminal matters that came before the High Court on automatic review during the court term are distributed equally amongst the judges on duty save that no reviews are distributed to the judges sitting in motion court for the week that they so sit.
2. Where a particular judge has directed a query to the magistrate who presided in the matter on review and the magistrate has responded thereto, the review may be referred to any other judge who shall deal with the matter. Similarly where a particular judge has referred a review to the Director of Public Prosecutions, and the Director's opinion has been received, the review may be referred to any other judge who shall then deal with, and if possible dispose of, the matter.
3. Save in the case of the greatest urgency a query must be directed to the presiding magistrate before a judge interferes with a conviction or sentence on review. In all cases the opinion of the Director of Public Prosecutions must be obtained before a judge interferes with a conviction or sentence on review.
4. Where a review, in which the judge who refers the matter is considering the release of the accused from prison, is referred to the Director of Public Prosecutions, the judge referring the matter should inform the Director of Public Prosecutions of his consideration and the reason therefore and require a response within a stated period of time.
5. A review judgment is given by two (2) judges. If the two (2) judges agree, the release of the accused can be achieved by way of telegraphic communication.

8.4 Bail appeals

1. Irrespective of the urgency thereof, a bail appeal is not heard in the motion court.
2. As soon as the proceedings in the bail application and the magistrate's judgment have been transcribed, application for the enrolment of the appeal is made to the Director of Public Prosecutions. The Director of Public Prosecutions shall then apply to the Deputy Judge President or, in his absence, the senior judge on duty, for the allocation of a date and time for the hearing of the appeal. The Director of Public Prosecutions shall inform all parties of the allocated date and time of the appeal.
3. Bail appeals are heard by a single judge.

8.5 Reviews

1. Irrespective of the urgency thereof, a review of a magistrate's decision in a criminal matter is not heard in the motion court.
2. As soon as the court papers relating to the review have been exchanged between the parties, the applicant may make application for the enrolment of the review to the Director of Public Prosecutions. The Director of Public Prosecutions shall then approach the Deputy Judge President or, in his absence, the senior judge on duty, for the allocation of a date and time for the hearing of the review. The Director of Public Prosecutions shall inform all parties of the allocated date and time of the review.
3. When allocating the date and time for the hearing of the review, the Deputy Judge President or senior judge on duty may direct when each party is to deliver heads of argument prior to the hearing of the review.
4. The practices in regard to the binding of the papers, indexing and pagination as set out in the chapter hereof dealing with motion court, apply equally to the reviews.
5. Reviews are usually heard by two judges sitting in the criminal appeal court.

8.6 Trials

1. Criminal trials are enrolled by the Director of Public Prosecutions. The Deputy Judge President, or the senior judge on duty, allocates the matters so enrolled to a particular judge.
2. Counsel must ensure that they are available for the entire duration of the trial. The failure to do so will result in counsel's conduct being referred to the relevant society or association of which counsel is a member for disciplinary action.
3. A postponement of a trial will normally not be granted because counsel is not available for the trial or for the entire duration of the trial.
4. Counsel shall disclose prior to the commencement of the trial any matter which may result in the matter being unable to run continuously to its conclusion.
5. Counsel will not be released from their obligation to remain in attendance for the duration of the trial.

CHAPTER 9

Motion court

- 9.0 Allocation of courts
- 9.1 Definitions
- 9.2 Index
- 9.3 Binding of papers
- 9.4 Pagination
- 9.5 Preparation of papers
- 9.6 Draft Orders
- 9.7 Briefing of counsel
- 9.8 Opposed Motions
 - 9.8.1 Practice notes
 - 9.8.2 Enrolment
 - 9.8.3 Hearing of opposed matters
- 9.9 Unopposed Motions
 - 9.9.1 Definitions
 - 9.9.2 Enrolment
 - 9.9.3 Closure of the unopposed roll
 - 9.9.4 Enrolment of applications after notice of intention to oppose
 - 9.9.5 Errors on the unopposed roll
 - 9.9.6 Calling of the Roll of unopposed matters
- 9.10 Opposed Interlocutory Applications (excluding exceptions and interlocutory interdicts)
- 9.11 Special Motions (Applications of long duration)
- 9.12 Summary Judgments
- 9.13 Rule 43 applications

- 9.14 Default cases - notices of set down
Annexure to 9.14
- 9.15 Matters properly enrolled but which do not appear on the roll
- 9.16 Settlement
- 9.17 Striking from the Roll
- 9.18 Postponements
- 9.19 Service
- 9.20 Stale service
- 9.21 Settlement agreements
- 9.22 Duplicate Files
- 9.23 Urgent Applications (Annexure A)

9.0 Allocation of courts

1. During Court Term:

1.1 Unopposed Motion Court

Three courts will sit on each day of the week.

1.2 Opposed Motion Court

Four courts will sit on each day of the week.

1.3 Urgent Motion Court

One court will sit from 16h00 on the Friday preceding the motion court week and will terminate its sitting on the following Friday at 16h00.

1.4 Special Motion Court

One court will sit on each day of the week.

1.5 The Judge President or the Deputy Judge President may, in terms of the term roll or, where it is required during the court term, increase or decrease the number of courts referred to in 1.1, 1.2, 1.3 and 1.4.

2. During Court Recess:

2.1 Unopposed Motion Court

Two courts will sit from Tuesday to Friday of each week, save for the weeks of Christmas and New Year.

2.2 Opposed Motion Court

No opposed matters will be heard during court recess.

2.3 Urgent Motion Court

One court will sit each day of the week.

The Judge President or Deputy Judge President may in terms of the recess duty roll or, where it is required during recess, the senior judge on duty, may increase or decrease the number of courts referred to in 2.1, 2.2 and 2.3.

9.1 Definitions

For purposes of this chapter, unless the context otherwise indicates-

"deliver" - shall mean serve copies on all parties and file the original with the Registrar.

9.2 Index

1. Before an application is made to the Registrar for the allocation of a date for the hearing of any application, the applicant must deliver a consolidated index of all documentation before the Court for the determination of the application. In addition, each volume of the application papers must be separately indexed.
2. The indices should briefly describe each affidavit and annexure as a separate item.
3. All orders of court throughout the matter must be collated in chronological order and affixed to the left inner cover of the court file, the most recent court order being uppermost.
4. This practice is equally applicable to opposed and unopposed applications.

9.3 Binding of papers

1. Prior to the set down of the application the applicant must ensure that all the documentation before the Court for the determination of the application is properly bound.
2. In binding the application, care must be taken to ensure that the method of binding does not hinder the turning of papers.
3. The documentation should not be bound in volumes of more than 100 pages each. This limit may be exceeded so as to obviate the separation of parts of an affidavit or document.
4. This practice is equally applicable to opposed and unopposed applications.

9.4 Pagination

1. The applicant must paginate the notice of motion, founding affidavit and annexures thereto; the replying affidavit, if any, and annexures thereto, prior to serving the documents on the other party.
2. The respondent must likewise paginate the answering affidavit and annexures thereto prior to serving the documents on the other party.
3. The respondent must commence pagination of the answering affidavit and annexures thereto by utilising the next chronological number following the last number utilised by the applicant. The applicant must commence pagination of the replying affidavit and annexures thereto by utilising the next chronological number following the last number utilised by the respondent.
4. Where there are multiple respondents represented by different attorneys, each such respondent is released from the obligation referred to in paragraphs 2 and 3 above. In that event, the obligation to paginate all the affidavits is on the applicant.
5. Additional documents generated during the application (e.g. returns of service, reports, etc.) must be indexed, paginated and placed in an "Additional Documents Bundle".
6. Notwithstanding paragraphs 2 and 3 above, the applicant must ensure that prior to the hearing of the application it is properly paginated. In the event that the respondent fails to comply with paragraph 2 above, the applicant may seek a punitive cost order against the respondent in respect of the pagination of the answering affidavit and annexures.
7. This practice is equally applicable to opposed and unopposed applications.

9.5 Preparation of papers

1. The original application, the original return of service and other original documents comprising the application must be contained in the court file. Certified copies of documents may be used save that when a matter is heard counsel appearing in the matter will be required to have the original documents on hand and to provide these to the judge upon request.
2. If a document or documents attached to the founding or replying affidavit are-
 - 2.1 in manuscript; and
 - 2.2 not readily legible,the applicant shall ensure that typed and legible copies of the document or documents are provided.
3. The respondent bears the obligation referred to in the previous subparagraph in respect of documents attached to the answering affidavit.
4. The relevant application is to be placed on top of all other papers in the court file. The papers which are irrelevant to the issue which is the subject matter of the application are to be separated from those that are not.

9.6 Draft Orders

1. All applications, whether opposed or unopposed, must be accompanied by a draft order reflecting the precise terms of the relief sought. Such draft order must be filed with the Registrar at the time of issuing of the application.
2. Draft orders must be presented in duplicate to the Court in all matters where a draft order is sought to be made an order of court. Handwritten draft orders are not acceptable. A place must be left on the draft order to insert the name of the presiding judge and of applicant's counsel or legal representative and his/her cell-phone or telephone number.

9.7 Briefing of counsel

1. Legal representatives must ensure that counsel are briefed timeously to enable counsel to file practice notes and heads of argument and to generally comply with the requirements of the practice manual in respect of the motion court.
2. The fact that counsel has not been briefed timeously will normally not be accepted as a reasonable explanation for the failure of counsel to comply with the requirements of the practice manual.

9.8 Opposed motions

9.8.1 Practice Notes

1. The heads of argument of each party must be accompanied by a practice note (see para 9.8.2).
2. The practice note shall set out-
 - 2.1 the names of the parties and the case number;
 - 2.2 the names, telephone numbers (including cell-phone numbers) and email addresses of all counsel and attorneys in the application (if known);
 - 2.3 the nature of the application and relief sought;
 - 2.4 a succinct summary of the main issues to be determined in the application. Each main issue should be stated separately;
 - 2.5 a summary of the contentions in respect of the main issues and the authorities relied on;
 - 2.6 an estimate of the probable duration of the motion;
 - 2.7 whether matter is urgent and, if so, motivation for the urgency;
 - 2.8 whether the papers need to be read and, if so, which parts are relevant for the determination of the application; and
 - 2.9 where counsel is briefed in more than one opposed application, the names and case numbers of the other applications in which counsel appears.
3. A practice note must also be filed on each occasion that the application appears on the opposed roll.
4. Where an opposed application is postponed or is reinstated for hearing, a new practice note must be delivered not later than 13h00, fifteen (15) days preceding the first day of the week in which the matter will be heard. An additional copy of the practice note must be hand-delivered or sent by email to the clerk of the senior judge presiding in the motion court during such week.
5. If a practice note is not delivered as required in terms of this paragraph, or does not contain the prescribed information, the application shall not be allocated for hearing.

9.8.2 Enrolment

1. A party to an opposed motion may apply to the Registrar to allocate a date for the hearing of that application in terms of Rule 6 (5) (f) of the Uniform Rules of Court only if-
 - (a) The papers have been properly secured, indexed and paginated; and
 - (b) Heads of argument accompanied by a practice note from each party has been delivered.
2. The procedure to enrol an opposed application commences when a consolidated index is delivered.
 - (a) The applicant shall deliver a consolidated index within ten (10) days from the service of the applicant's replying affidavit or last affidavit that can permissibly be filed.
 - (b) Should the applicant not timeously deliver the consolidated index, the respondent may do so.
 - (c) The consolidated index must prominently indicate on the front page the date when and in what manner it was served on the opposing party.
3.
 - (a) The applicant shall deliver heads of argument and a practice note within fifteen (15) days from the date of service of the consolidated index; and
 - (b) The respondent shall deliver heads of argument and a practice note within fifteen (15) days from the date of receipt of the applicant's heads of argument.
 - (c) If the applicant fails to deliver the heads of argument and practice note within the prescribed period, the respondent shall deliver its heads of argument and practice note.
 - (d) The Registrar must record on the court file the dates of filing of the parties' heads of argument and practice notes.
 - (e) The heads of argument and practice notes may be served in accordance with Rule 4A of the Uniform Rules but filing with the Registrar shall not be effected by way of facsimile or electronic mail.
4. Where a party fails to deliver heads of argument and/or a practice note within the stipulated period, the complying party may enrol the application for hearing provided that-
 - (a) A letter is served upon the defaulting party in accordance with Rule 4A of the uniform rules requiring it to deliver the heads of argument and/or practice note; and
 - (b) A letter is sent to the Deputy Judge President (or in his absence the senior motion court judge) requesting that a directive be issued to compel the defaulting party to deliver the heads of argument and/or practice note. The letter must be hand-delivered or sent by email to the relevant judge's clerk, and also served on the defaulting party in accordance with Rule 4A of the uniform rules.

5. The failure to timeously serve and file heads of argument shall not constitute a ground for postponement of an application.
6. Additional or supplementary heads of argument may only be filed by a party with the leave of the Court.
7. When preparing heads of argument practitioners are reminded of the *dicta* in *Catheram Car Sales & Coachworks Limited v Birkin Cars (Pty) Ltd and Another* [1998 \(3\) SA 938](#) (SCA) at 955B-G and *Ensign-Bickford (SA) (Pty) Ltd and Others v AE&CI Explosives & Chemicals Ltd* [1999 \(1\) SA 70](#) (SCA) 84H-85B.
8. The heads of argument shall include a list of the authorities to be quoted in support of the argument. Copies of the authorities or any statutory enactment relied upon shall accompany the heads of argument in a separate volume.
9. The heads of argument of the applicant shall be accompanied by a chronology table, duly cross-referenced, without argument. If the respondent disputes the correctness of the chronology table in a material respect, the respondent's heads of argument shall be accompanied by the respondent's version of the chronology table.
10. The Registrar will make available a secure location ("the location") under the supervision of a person ("the supervisor") where a register of matters enrolled on the opposed motion roll will be kept.
11. In the location the Registrar shall make available suitable space where the files of each opposed motion court week will be kept. A designated room will be indicated as the location.
12. The Registrar will prepare and at all times have available in the location a blank register for each court week. The blank register will be in accordance with Annexure "A" attached hereto.
13. Any person seeking to enrol a matter on the opposed motion court roll shall take the file, ready for hearing, properly paginated and indexed, together with the heads of argument and practice notes and, where applicable, the letters referred to in paragraph 4 above and proof that same have been served, to the location, enter the particulars as set out hereunder and leave the file in the location.
14. The person enrolling the matter shall do so by entering in the next available space, for a particular date, on the register, the case number, the parties' names, the nature of the application, the name of the parties' attorneys, the name of the person enrolling the matter and his or her contact details. The person shall file in the court file a notice of set down stamped by the supervisor.
15. The supervisor shall keep the respective files for each motion court week separately. The files shall be kept in the order that they appear on the register.
16. No more than fifty (50) applications may be enrolled for any court week.
17. Once a matter is enrolled-
 - 17.1 no party may, without the leave of the Court, file any further documents other than a notice of removal, a notice of withdrawal, a notice of postponement or an official document or report.
 - 17.2 the Registrar shall afford access to the court file and permit the filing of documents where an application is required to be brought in terms of [ss 4](#) and [5](#) of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, No. [19 of 1998](#) (PIE).
18. When a matter is removed from the Roll by notice, the supervisor shall stamp the notice of removal, file the notice in the file and return the file to the general office for filing. The supervisor shall also delete the entry pertaining to that matter from the register and sign his or her name next to the deletion with the date of the deletion. Other than this no entry may be removed from the register of opposed motions and no file may be removed from the secure location for any purpose other than to take the files to the senior judge in the opposed motion court.
19. It shall be the responsibility of the Registrar to prepare a court roll from the register for the opposed motions for each week.
20. Where an opposed application is to be set down for hearing during the first or second week of any term, the parties shall comply with the requirements set out in paragraphs 1, 2, 3, 4 and 14 by not later than the first day of the last week of the preceding term.
21. The files in all opposed applications that are to be heard during the first and second weeks of any term shall be delivered by the Registrar to the senior judge or judges concerned, for allocation on the first day of the last week of the preceding term.
22. Save for applications that are of an urgent nature, no opposed applications must be set down for hearing during the last week of term.
23. If an application is not to proceed on the date allocated, the parties must immediately notify the Registrar.

9.8.3 Hearing of opposed matters

1. All matters will be enrolled for the first day of the week in which the matters are to be heard.
2. The senior judge will have all files at least fifteen clear court days before the first day of the week during which the matters are to be heard and will allocate all matters to judges for hearing at least ten court days in advance.

3. The senior judge will prepare a roll reflecting the names of the judges to whom the matters have been allocated for hearing, which will be distributed to the Registrar and the professions.
4. Each judge will also prepare his or her own roll for the week, which will be distributed to the Registrar and the professions.
5. Judges will, as far as possible, accommodate counsel and legal practitioners to hear matters on specific dates.
6. Judges may, in their discretion, direct one or more of the parties to file additional or supplementary heads of argument.
7. As soon as a matter becomes settled or the parties agree to postpone, the judge presiding must immediately be informed of that fact.
8. No opposed application may be postponed to another opposed motion court date unless a new date has been obtained from the Registrar. A new date for hearing must be applied for in terms of paragraph 9.8.2 *supra*.

9.9 Unopposed Motions

9.9.1 Definitions

1. For purposes of this directive "unopposed motions" shall include-
 - 1.1 all motions and applications in which the respondent has failed to deliver and answering affidavit and has not given notice of an intention only to raise a question of law (Rule 6(5)(d)(iii)) or a point *in limine*; and
 - 1.2 opposed summary judgments, Rule 43 and interlocutory applications in which the duration of argument, including the delivery of an *ex tempore* judgment, will not exceed 45 minutes.

9.9.2 Enrolment

1. For practical reasons the enrolment of unopposed motions will require two steps: **provisional enrolment** and **final enrolment**.

Provisional Enrolment

2. For purposes of provisional enrolment, the Registrar will prepare and at all times have available a blank register for each court day. The blank register will be in accordance with Annexures "B" and "C" attached hereto. The register will be kept available at a location designated by the Registrar.
3. A person seeking to enrol a matter shall do so by entering on the register for the appropriate day, in the next available space on the register under the appropriate heading, the case number, the parties' names, the nature of the application, the name of the applicants' attorneys, the name of the person enrolling the matter and his or her contact details.
4.
 - 4.1 Before the Court grants a rule *nisi* or postpones a matter, it shall be the responsibility of the applicant or his attorney to provisionally enrol the matter as required in paragraph 3 above.
 - 4.2 When a rule *nisi* or postponement is granted, it shall be the responsibility of the applicant or his attorney to finally enrol the matter in accordance with paragraph 10 below.
 - 4.3 An application to anticipate a return day in terms of Rule 6 (8) must be enrolled for hearing in the urgent court.
5. Subject to what is stated in paragraph 21 below, no more than 180 applications may be provisionally enrolled on any court day.
6. No entry may be removed from the provisional register.
7. When the register for a particular day is full, the Registrar shall remove and keep the register in a safe place until the day after the date to which the register applies.

Final Enrolment

8. Only matters that have been provisionally enrolled for a particular date may be finally enrolled for that date.
9. Unopposed motions may only be finally enrolled when the papers are ready, paginated and indexed where applicable, and the matter is ripe for hearing.
10. Unopposed motions may not be finally enrolled later than noon three clear court days preceding the day on which the matter is to be heard. This requirement will be strictly enforced. Where an unopposed motion is not finally enrolled as required in terms of this subsection, the matter shall not be entertained and a new date for the hearing thereof must be obtained from the Registrar.
11. For the purpose of final enrolment, the Registrar shall make available a secure location ("the location") under supervision of a person designated by the Registrar ("the supervisor"). The supervisor shall at the location oversee the final enrolment process.

12. In the location, the Registrar shall make available suitable space where the files for each motion court day can be stored.
13. A matter is finally enrolled by handing over the court file, ready for hearing, to the supervisor in the manner prescribed in this directive.
14. The person finally enrolling a matter shall enter on the cover of the court file the relevant date and the number from the register where it was enrolled provisionally.
15. When the court file is handed to the supervisor, both the supervisor and the person finally enrolling the matter must sign next to the date and number entered on the cover of the court file as proof of final enrolment.
16. The court file of a matter finally enrolled shall be left with the supervisor in the secure location.
17. The supervisor shall keep the respective files for each motion court day separately. The files shall be kept in the order in which they have been received for final enrolment.
18. Once a matter is finally enrolled, no party may, without the leave of the Court, file any further documents other than a notice of removal, a notice of withdrawal, a notice of postponement, a notice granting leave to defend to a defendant in a summary judgment application, a practice note and an official document or report.
19. It shall be the responsibility of the Registrar to prepare a motion court roll from the files of matters that have been finally enrolled and have been kept, ready for hearing, in the secure location. No matter that has not been enrolled provisionally for that day may be on the motion court roll for a particular day. No matter that has not been finally enrolled as set out herein may appear on the motion court roll for a particular day.
20. The unopposed motions finally enrolled for each day shall be distributed evenly among the motion courts.
21. No more than sixty applications may be finally enrolled before any one court. This shall include no more than one opposed Rule 43 and either one opposed summary judgment or interlocutory application.
22. Any matters on the Roll in excess of the numbers mentioned in paragraph 21 above will be postponed *sine die*.
23. The court postponing matters under paragraph 22 above may, in its discretion and after hearing the official concerned, order the supervisor or the Registrar who has prepared the Roll to pay the costs of the postponement.

9.9.3 Closure of the Unopposed Motion Court Roll

1. The unopposed motion court roll closes at noon two court days preceding the date of hearing. Access to the court file must neither be sought from the relevant judge nor from the judge's clerk.

9.9.4 Enrolment of applications after notice of intention to oppose

1. Where the respondent has failed to deliver an answering affidavit and has not given notice of an intention only to raise a question of law (Rule 6 (5) (d) (iii)) or a point *in limine*, the application must not be enrolled for hearing on the opposed roll. Such an application must be enrolled on the unopposed roll.
2. In the event of such an application thereafter becoming opposed, the judge hearing the matter will give the necessary directions for the future conduct of the matter.
3. The notice of set down of such an application must be served on the respondent's attorney of record.

9.9.5 Errors on the unopposed roll

1. If an urgent application is enrolled in the wrong court, the application may be referred to the urgent court with the leave of the judge in whose court it was erroneously enrolled.
2. If an opposed matter is erroneously placed on the Roll of unopposed matters, the clerk of the judge on whose roll the matter appears must, on instruction from the judge, hand the court file to the clerk of the senior opposed motion court judge, who will deal therewith as the judge sees fit.

9.9.6 Calling of the Roll of unopposed matters

1. Prior to the calling of the Roll the secretary of the presiding judge will invite counsel and legal practitioners to call matters which are to be removed from the Roll or postponed.
2. Opposed and unopposed summary judgment, Rule 43 and opposed interlocutory applications which are not to be removed or postponed will stand down to the end of the Roll.
3. The Roll will then be called page by page and counsel will deal with their matters in order of seniority. If not all matters have been dealt with, counsel and legal representatives will be entitled to call their matters in order of seniority.
4. Thereafter, opposed interlocutory and summary judgment applications will be dealt with.
5. Finally, Rule 43 applications will be dealt with.
6. If a matter has to stand down after it has been called, it must stand down until the Roll has been called once,

unless the presiding judge indicates otherwise.

7. It is emphasised that the courts of the most senior judges take precedence over the courts of more junior judges. The unopposed courts will be numbered in the order of seniority of the judges in those courts, with the first unopposed court being that of the most senior judge.
8. Judges may arrange the calling of matters in their specific courts other than provided herein.

9.10 Opposed interlocutory applications (excluding opposed exceptions and interlocutory interdicts)

- 9.10.1 Interlocutory applications do not include opposed exceptions and opposed interim or interlocutory interdicts. These applications are to be enrolled for hearing on the opposed Roll.
- 9.10.2 Every opposed interlocutory application shall be accompanied by a practice note. A practice note must be filed by counsel for each party by not later than 13h00 on the court day preceding the hearing of the application.
- 9.10.3 The practice note shall set out-
 - 9.10.3.1 the name of the parties, the case number and its number on the Roll (if known);
 - 9.10.3.2 the name, telephone number (including cell-phone number) and email address of counsel for each party;
 - 9.10.3.3 the nature of the motion;
 - 9.10.3.4 the issues that fall for determination and counsels' contentions in respect of those issues. Reference to the authorities and legislation relied upon for those contentions should be set out.
- 9.10.4 The supervisor will be obliged to allow the parties to comply with the provisions of paragraph 9.10.2 above.

9.11 Special motions (applications of long duration)

1. An opposed motion which is expected to require a day or more (including the delivery of an *ex tempore* judgment) may not be enrolled for hearing without the consent of the Deputy Judge President.
2. The consent of the Deputy Judge President for the enrolment of the matter is sought in writing, a copy of which must simultaneously be made available to the other party or parties to the opposed motion and must contain-
 - 2.1 names of the parties and case number;
 - 2.2 attorneys of record (also the reference person) and counsel for the respective parties (including telephone and fax numbers);
 - 2.3 a short exposition of the nature and complexity of the matter;
 - 2.4 the estimated duration thereof. A letter from the opposing party's attorney must be attached confirming the duration or if the duration is in dispute, a separate estimate;
 - 2.5 an assurance that the matter is ripe for hearing and that all the necessary affidavits have been exchanged (or, in exceptional cases, an indication of the date by when they will have been exchanged);
 - 2.6 an assurance that the papers have been properly indexed and paginated;
 - 2.7 the total number of pages that the application consists of;
 - 2.8 suggestions as to when the application can be heard. The other party or parties to the opposed motion who wish to make representations in respect thereof may do so in writing;
 - 2.9 proposals for the filing of heads of argument by the parties.
3. The Deputy Judge President will determine the date of the hearing of the aforesaid opposed motion and furnish such directives as he deems fit in respect thereof.
4. The opposed motion must forthwith be enrolled for hearing in terms of the determination of the Deputy Judge President.

9.12 Summary Judgments

1. The plaintiff must paginate and index the application before it is served and filed.
2. If the defendant files an opposing affidavit in terms of Rule 32 (3) (b), such affidavit and annexures must be paginated and an updated index must be served and filed by the defendant at the time the opposing affidavit is delivered.
3. No opposed summary judgment application will be heard unless the plaintiff ensures that all the relevant papers (i.e. the summons, notice of intention to defend, application for summary judgment and any affidavits filed) are indexed and paginated and a practice note is filed. The practice note must briefly outline the issues and refer to the relevant legislation and case law.

4. Where a summary judgment application is opposed-
 - 4.1 the defendant shall, simultaneously with the delivery of any opposing affidavit, deliver heads of argument in which it is demonstrated why summary judgment cannot be granted; and
 - 4.2 the plaintiff shall deliver short heads of argument by no later than 13h00 on the court day preceding the hearing of the application for summary judgment directly to the Registrar of the Judge on whose roll the matter appears.
5. If the defendant fails to deliver heads of argument as required, the plaintiff will be entitled to proceed with the application provided that it has complied with the provisions of 4.2 above. In such event the Court may direct that the defendant's heads of argument be delivered within a specified time and that the wasted costs, if any, be borne by the defendant or its legal representative.
6. If the plaintiff fails to deliver heads of argument as required, the application may not proceed. In such circumstances the Court may direct that the costs occasioned in postponing the application be borne by the plaintiff or its legal representative.
7. The parties will be entitled to file, and the supervisor will be obliged to receive and put on the file, opposing affidavits, indices, practice notes and heads of argument in spite of a summary judgment application having been finally enrolled.

9.13 Rule 43 applications

1. Every Rule 43 application set down for hearing shall be accompanied by a practice note. The practice note shall be delivered by counsel for each party by no later than 13h00 two court days preceding the hearing of the application.
2. That practice note must set out the following information-
 - 2.1 The name, telephone number (including cell-phone number) and email address of the counsel for each party;
 - 2.2 A comparative table detailing the relief sought by each party in respect of maintenance and/or the regime to regulate care and contact with minor children, clearly distinguishing-
 - 2.2.1 items of relief which are agreed or common cause;
 - 2.2.2 items of relief that are in dispute;
 - 2.2.3 items of relief sought by the applicant that are in competition with items of counter relief sought by the respondent.
 - 2.3 The information shall be set out so that the competing propositions are immediately in juxtaposition to facilitate proper and swift comparison, and to enable the judge to identify exactly what is controversial.
3. The supervisor will be obliged to allow the parties to comply with the provisions of paragraph 1 above.

9.14 Default cases - notices of set down

1. In addition to any requirement which the Registrar may impose, a notice of set down shall be served and filed in all default cases.
2. In all unopposed applications, except *ex parte* applications, the notice of set down must indicate-
 - 2.1 the rule of court under which application is made;
 - 2.2 the facts which make this rule applicable;
 - 2.3 the precise relief sought;
 - 2.4 the date of service of the application;
 - 2.5 the date by when notice of intention to oppose was to be given; and
 - 2.6 a statement that no notice of intention to oppose was given.
3. Every statement in the notice of set down shall provide a cross-reference to the page(s) in the papers where any fact alleged appears (e.g., the return of service; *domicilium*, mortgage bond, rate of interest, etc.).
4. An example of a typical notice of set down appears as an annexure to this section.
5. A draft order in duplicate must also be presented to the Court as required in terms of paragraph 9.6 above. In applications for default judgment, summary judgment and provisional sentence, the draft order must contain-
 - 5.1 the exact amount;
 - 5.2 the rate of interest and the amounts on which and dates from which they run to date of payment; and
 - 5.3 the scale of costs.
6. In an application for **default judgment**, the notice of set down must indicate-

DATED at _____

9.15 Matters properly set down, but which do not appear on the roll

1. Any matter properly set down but which does not appear on the Roll must only be brought to the attention of the presiding judge of the court on whose roll the matter ought to have appeared after the roll of the court has been called at least once.
2. Once counsel has determined that such matter is not on the Roll and the relevant court file has been located, the court file should be handed to the secretary of the judge presiding. The judge's secretary shall prepare a list of such matters for use by the judge's secretary and the presiding judge.
3. Once the matter is enrolled, the presiding judge will give directions for the hearing of the matter.
4. A matter will only be considered to have been properly set down if the notice of set down is stamped by the Registrar in the office designated for the setting down of applications.

9.16 Settlement

1. Prior to allocation and in respect of unallocated matters the clerk of the senior motion court judge for the particular week must be informed telephonically immediately it becomes known that a matter has become settled.
2. Subsequent to the allocation of a matter to a particular judge for hearing, the clerk of the judge to whom the matter has been allocated, must be informed telephonically immediately it becomes known that a matter has become settled, or where it has been agreed that the matter is to be postponed.

9.17 Striking from the Roll

1. If there is no appearance when a matter is called after a court has completed its roll, it may there and then be struck from the roll.
2. If a matter has been struck from the roll, counsel in the course of the week in which the matter was struck from the roll may seek that the matter be re-enrolled. The matter will only be re-enrolled if a proper explanation for non-appearance is given.
3. Such explanation must be on oath.
4. If a matter has been struck from the roll it may only be re-enrolled for a subsequent week if an affidavit explaining the previous non-appearance is filed.
5. The negligence or ignorance of the provisions of the practice manual by counsel or legal representative will not necessarily constitute an acceptable explanation for the non-appearance.
6. Where the applicant or plaintiff has failed to file a practice note and/or heads of argument where they are required to do so in terms of the practice manual, the relevant matter may be struck from the roll.

9.18 Postponements

1. Applications, whether opposed or unopposed, will generally not be postponed to a specific date. It will either be postponed *sine die* or removed from the roll. If such application is to be re-enrolled for hearing, the provisions of paragraphs 9.8.2 (in the case of opposed applications) and 9.9.2 (in the case of unopposed applications) *supra* must be followed.
2. Where an application is required to be postponed to a specific date-
 - 2.1 it shall be the responsibility of the applicant or applicant's attorney to first provisionally enrol the matter on the register for the appropriate day as required in terms of paragraph 9.9.2 above; and -
 - 2.2 the registrar shall confirm in writing that such matter has been provisionally enrolled on the register, which written confirmation must be presented to the presiding judge before the application is postponed.
3. Where an application has to be postponed to a specific date, such postponement must generally be for a period of not less than two weeks.
4. Subsequent to the allocation of an opposed matter to a particular judge for hearing, the clerk of the judge to whom the matter has been allocated must be informed in person or telephonically immediately it becomes known that a matter is to be postponed.
5. Counsel should notify the presiding judge that it is their intention to withdraw a matter from the roll as soon as they become aware of the need to do so.

9.19 Service

1. Service is proved by filing in the court file the original return of service which establishes the service. In the absence of an acceptable explanation, a return of service will generally not be accepted from the bar.
2. Where publication in the *Government Gazette* or newspaper of a court order, notice or other document has to

be proved, the full page of the *Government Gazette* or newspaper containing the relevant order, notice or other document must be filed. The court order, notice or other document must be clearly highlighted. In the absence of an acceptable explanation, proof of publication will generally not be accepted from the bar.

- 4.1 Where service is effected at the registered address of a company or close corporation the Sheriff must state in the return that he or she ascertained that there was a board at the address where service was effected indicating that that address was indeed the registered office of the company or close corporation.
- 4.2 In the absence of such statement in the return of service, the registered address must be proved by filing in the court file an official document proving the registered address of the company or close corporation.

(Editorial Note: Numbering as per original Practice Manual.)

5. Where service is effected at a *domicilium citandi et executandi*, the original document wherein the *domicilium* is chosen must be in the court file.
6. In actions or applications for the incarceration (i.e. imprisonment) of the defendant or respondent, personal service of the summons or application must be effected on the defendant or respondent. If notice of set down of the matter has to be given to the defendant or respondent, personal service of the notice of set down must be effected on the defendant or respondent.
7. When service of any document by registered post is prescribed or authorised (in any action or application), such service is proved by the production of an affidavit by the person who procured the dispatch of such document, in which he/she-
 - 7.1 indicates the date of dispatch together with the name and address of the addressee;
 - 7.2 describes the document so dispatched; and
 - 7.3 indicates, if that be the case, that the item in question has not been returned to the sender by the Post Office as being undelivered, and annexes the documentary proof of posting of a registered article issued by the Post Office.

9.20 Stale service

1. Where any unopposed application is made six months or longer after the date on which the application or summons was served, a notice of set down must be served on the defendant or respondent.
2. The notice of set down must set out-
 - 2.1 the date and time at which the relief will be sought;
 - 2.2 the nature of the relief that will be sought.
3. The notice of set down must be served at least five days before the date on which the relief will be sought.

9.21 Settlement agreements

1. Where the parties to an application have entered into a settlement agreement, a judge will only make such settlement agreement an order of court if-
 - 1.1 counsel representing all the parties to the application are present in court and confirm the signature of their respective clients to the settlement agreement and that their clients want the settlement agreement made an order of court,
or
 - 1.2 proof to the satisfaction of the presiding judge is provided as to the identity of the person who signed the settlement agreement and that the parties thereto want the settlement made an order of court.
2. Where the parties to an application have settled the application on the terms set out in a draft order, a judge will only make such draft order an order of court if-
 - 2.1 counsel representing all the parties to the application are present in court and confirm that the draft order correctly reflects the terms agreed upon;
or
 - 2.2 proof to the satisfaction of the presiding judge is provided that the draft order correctly reflects the terms agreed upon.

9.22 Duplicate Files

1. A duplicate court file may only be used if leave of the court which is to hear the application is first obtained. In order to obtain such leave, the following procedure shall apply.
 - 1.1 The duplicate file and the application papers, duly indexed and paginated, must be presented to the Court.
 - 1.2 An affidavit must be filed by the attorney of the party seeking to use a duplicate file in which the

following is set out-

- 1.2.1 the reasons why a duplicate file is required to be used;
 - 1.2.2 the attempts made by the attorney to locate the original file;
 - 1.2.3 a full and comprehensive history of the application, including details of all previous court orders granted in relation to the application.
- 1.3 Copies of all previous court orders granted in relation to the application must be presented to the Court. The court orders must be duly certified by the Registrar and affixed to the left inside cover of the duplicate court file.
- 1.4 The provisions of this paragraph shall also apply to Chapters 6, 7 and 8 of the Practice Manual.

9.23 Urgent applications

1. A judge is designated for the hearing of urgent applications for each week of the year. For this purpose the week commences on Friday at 16h00 and terminates on the Friday of the next week at 16h00.
2. The normal time for the bringing of an urgent application is at 10h00 on Tuesday of the motion court week.
3. 3.1 If the urgent application cannot be brought at 10h00 on the Tuesday of the motion court week, it may be brought on any other day of the motion court week at 10h00. The applicant must, in the founding affidavit, set out facts to justify the bringing of the application at a time other than 10h00 on the Tuesday.
- 3.2 If the urgent application cannot be brought at 10h00 on any day during the motion court week, it may be brought at 11h30 or 14h00 on any day during the motion court week. The applicant in the founding affidavit must set out facts which justify the bringing of the application at a time other than 10h00 on Tuesday and other than 10h00 of the relevant court day.
- 3.3 If the application cannot be brought at 10h00 on the Tuesday or at 10h00 on any other court day or at 11h30 or 14h00 on any court day it may be brought at any time during the court day. The applicant in the founding affidavit must set out facts which justify the bringing of the application at a time other than 10h00 on the Tuesday and other than at 10h00, 11h30 or 14h00 on any other court day.
- 3.4 The aforementioned requirements are in addition to the applicant's obligation to set out explicitly the circumstances which render the matter urgent. In this regard it is emphasised that while an application may be urgent, it may not be sufficiently urgent to be heard at the time selected by the applicant.
- 3.5 The aforementioned practices will be strictly enforced by the presiding judge. If an application is enrolled on a day or at a time that is not justified, the application will not be enrolled and an appropriate punitive costs order may be made.
4. The first paragraph of relief sought in the applicant's notice of motion must be for the enrolment of the application as an urgent application and for dispensing with the forms and service provided for in the rules of court, to the extent necessary.
5. 5.1 Unless the circumstances are such that no notice of the application is given to the respondent, or unless the urgency is so great that it is impossible to comply therewith, the notice of motion must follow the form of Form 2 (a) of the First Schedule of the rules of court and therefore must provide a reasonable time, place and method for the respondent to give notice of intention to oppose the application and must further provide a reasonable time within which the respondent may file an answering affidavit. The date and time selected by the applicant for the enrolment of the application must enable the applicant to file a replying affidavit if necessary.
- 5.2 Deviation from the time periods prescribed by the rules of court must be strictly commensurate with the urgency of the matter as set out in the founding papers.
- 5.3 In cases of extreme urgency, the reasonable time afforded to the respondent to give notice of intention to oppose is usually not less than 2 hours, excluding the hour between 13h00 and 14h00.
6. 6.1 If the facts and circumstances set out in the applicant's affidavits do not-
 - 6.1.1 constitute sufficient urgency for the application to be brought as an urgent application; and/or
 - 6.1.2 justify the abrogation or curtailment of the time periods referred to in Rule 6 (5); and/or
 - 6.1.3 justify the failure to serve the application as required in Rule 4, the Court will decline to grant an order for the enrolment of the application as an urgent application and/or for the dispensing of the forms and services provided for in the rule. Save for a possible adverse costs order against the applicant the Court will make no order on the application.
- 6.2 The aforementioned requirements will be strictly enforced by the presiding judge.
7. 7.1 For the purposes of urgent applications ordinary court hours are 10h00 to 11h15; 11h30 to 13h00 and 14h00 to 16h00 of a court day. If a party wishes to bring an urgent application out of ordinary court hours the presiding judge's clerk must be telephoned at his/her office or on cell-phone number: 082 573 5233). The following information must be conveyed to the judge's clerk:

- 7.1.1 The identity of the parties;
 - 7.1.2 Whether or not service has been or will be effected;
 - 7.1.3 Whether or not the application is or is anticipated to be opposed;
 - 7.1.4 The type of application;
 - 7.1.5 The nature of the relief sought;
 - 7.1.6 Why it is not possible for the application to be heard during ordinary court hours; and
 - 7.1.7 When it is anticipated the application will be ripe for hearing.
- 7.2 The judge's clerk will communicate with the judge and thereafter advise the party when and where the application will be heard or what directions the judge has given in regard to the application.
 - 7.3 When an urgent application is brought out of ordinary court hours, the applicant must ensure that the order of the court can be typed so that it can be signed by the presiding judge's clerk.
 - 7.4 The judge designated for the hearing of urgent applications is not to be contacted directly.
 - 7.5 If the judge designated for the hearing of urgent applications directs that the application be heard in court after ordinary court hours the judge's clerk shall telephone-
 - 7.5.1 the court stenographer on urgent application duty to arrange the stenographer's attendance in court at the arranged time. The stenographer's telephone number is obtained from IAfrica on the Friday before 16h00;
 - 7.5.2 the security officer on duty at the main entrance of the High Court to arrange for the admission of the parties to the court and for the parties to be directed to the court in which the court dealing with urgent matters is sitting.
8. 8.1 When an urgent application is brought for the Tuesday at 10h00 the applicant must ensure that the relevant papers are filed with the Registrar by the preceding Thursday at 12h00.
 - 8.2 The Registrar's office must ensure that the court files of all urgent applications set down for the Tuesday at 10h00 are brought to the clerk of the judge hearing the urgent applications by 10h00 on the preceding Friday.
 - 8.3 Where, because of the nature of the urgency, it is not practicable to comply with the provisions of 8.1 above, or where an urgent application is brought for a time other than Tuesday at 10h00, the Registrar's office shall ensure that the court file is brought to the clerk of the senior judge hearing urgent applications as soon as possible.
 - 8.4 The clerk of the judge hearing the urgent applications will prepare a roll in respect of the urgent applications to be heard on the Tuesday at 10h00 and shall also prepare a roll in respect of the urgent applications to be heard on the other days of the week. The clerk will publish the rolls in the foyer of the High Court by no later than 09h00 on the day of the hearing.
9. 9.1 Save in exceptional circumstances the applicant should not frame the relief sought in the form of a rule *nisi* which has in whole or in part interim effect. Where applicable, the urgent relief should be sought pending the determination of the application.
 - 9.2 Annexure A is an example of the appropriate format of a notice of motion to be utilised in an urgent application.
10. 10.1 On the Friday of each week at 16h00 the Registrar shall send to the clerk of the judge designated for the hearing of urgent applications for the week, commencing at 16h00 on the Friday-
 - 10.1.1 the cell-phone number provided for the judge's clerk;
 - 10.1.2 fifteen consecutively numbered court files (these files are to be utilised in the event of an urgent application being brought without a court file having been opened by the Registrar of the Court);
 - 10.1.3 an official stamp of the Registrar of the High Court.
 - 10.2 On Friday of each week, before 16h00, the clerk of the judge who is to take over the urgent court must obtain from IAfrica the telephone number of the stenographer on urgent court duty for the urgent court week.
 - 10.3 On the first court day after any of the files referred to in 10.1.2 above have been utilised, the judge's clerk shall inform the Registrar of the names of the parties and the allocated case number.
 - 10.4 On the Friday morning at the conclusion of the week during which the designated judge heard the urgent applications, the judge's clerk must return the cellular telephone, the unused numbered files and the aforesaid stamp to the Registrar.

ANNEXURE A (PARA 9.22)
EXAMPLE OF NOTICE OF MOTION - URGENT APPLICATIONS

A. BE PLEASED TO TAKE NOTICE-

1. that on the _____ day of _____ 20_____ at 10h00 or so soon thereafter as Counsel may be heard, application will be made to the above Honourable Court for the following orders:
 - (a) Enrolling this application as an urgent application _____ and with the forms and notices as may be necessary;
 - (b) Pending the final decision of this application, the third respondent (the Master) is interdicted from confirming a distribution account in the Estate of the Late _____;
2. that if you intend opposing the application which will be heard on _____, you must notify applicant's attorney.

B. AND FURTHER TAKE NOTICE-

1. that on the _____ at 10h00 the applicant will apply for the following order:
 - (a) .
 - (b) .
 - (c) .
2. that if you intend opposing the application which will be heard on the _____ you must-
 - (a) state that intention in a notice delivered to applicant's attorney at the undermentioned address and to the Registrar of the above Court not later than _____; and
 - (b) in that notice appoint an address where further documents in this matter can be delivered and be situate within fifteen kilometres of _____; and
 - (c) deliver your opposing affidavits not later than _____, at the said address of applicant's attorney and to the Registrar _____.

CHAPTER 10

Particular application

- 10.1 Anton Piller type orders
- 10.2 Admission of advocates
- 10.3 Cancellation of sales in execution
- 10.4 Change to the matrimonial regime
- 10.5 Compromise in terms of section 311 of the Companies Act [61 of 1973](#)
- 10.6 Curator *bonis*
- 10.7 Curator *ad litem*
- 10.8 Enquiries in terms of section 417 of the Companies Act [61 of 1973](#)
- 10.9 Eviction in terms of the Prevention of Illegal Evictions and Unlawful Occupation of Land Act, [19 of 1998](#)
- 10.10 The Hague Convention on the Civil Aspects of International Child Abduction Act 72 of 1996
- 10.11 Liquidation
- 10.12 Provisional sentence
- 10.13 Rehabilitation
- 10.14 Removal of amendment of restrictions on land use

10.15 Requests for permission to film or record judicial proceedings

10.16 Sequestration

10.17 Foreclosure (and execution when property is, or appears to be, the defendant's primary home)

10.1 Anton Piller type orders

1. These practises apply when an order which is sought *Ex Parte* involves a search for a movable object or the attachment thereof in order to preserve evidence as is meant in *Shoba v Officer Commanding 1995 (4) SA 1 (A)* or if the item is not identified in the papers, i.e. if identification is dependent upon a pointing out which is still to be made.
2. Such an application must stand on its own and not form part of an application in which other relief is claimed. Duplication of costs is to be minimised by incorporating evidence in one application by reference in any other application.
3. When the applicant wishes the matter to be heard *in camera*:
 - 3.1 the applicant may, without being obliged to do so, prove the reason why such a hearing is necessary in a separate affidavit. If a separate affidavit is employed and a hearing *in camera* is refused without a party or the judge having placed reliance on the contents of the application itself, the applicant may withdraw and remove the Anton Piller application;
 - 3.2 a certificate from counsel in support of a hearing *in camera* is not necessary;
 - 3.3 all steps must be taken as if the application is being set down on the motion court roll by use of the ordinary forms and in the ordinary manner except that the notice of set down and application are handed to the clerk of the senior judge on motion court duty for purposes of safekeeping and maintaining secrecy all in accordance with the directions of the senior judge.
4. A notice which accords with annexure A hereto must be handed to the person on whom the order is to be served prior to any execution of the order.
5.
 - 5.1 Annexure B represents a model order which applies to relief along Anton Piller lines. It may be adapted according to circumstances but the judge's attention must be drawn to deviations.
 - 5.2 Deviations from annexure B must be limited to what is necessary and must heed the following guidelines:
 - 5.2.1 Unless the procedure is limited in case law, undertakings to the court must be employed to counteract injustice and avoidable inconvenience to the respondent.
 - 5.2.2 The order must be justifiable in terms of South African law.
 - 5.2.3 It must be borne in mind that it is of the essence of an Anton Piller type order that it results in some immediate interference with the respondent without any prior notice (even if a rule nisi pattern of order were to be used). Immediate operation must be limited to what can be fully justified by urgency or other need for breach of the audi alteram partem principle.
 - 5.2.4 Relief which can not be so justified must be dealt with in a separate part of the notice of motion (and where necessary of the court order) so that the respondent has a proper opportunity to oppose such relief. Immediate preserving of evidence does not imply a need to allow the making of copies or other early discovery without the other party having a chance to be heard.

ANNEXURE A

1. The order being served on you requires you to allow the persons named therein to enter the premises described in this order and to search for, examine and remove or copy the articles specified in this order. You are also required to point out and hand over any such item to the sheriff. Particulars are stated in the order.
2.
 - 2.1 When this notice is handed to you, you are entitled, if you are an employee of the respondent or in charge of the premises, to contact the respondent or a more senior officer of the respondent. You are entitled to the attendance and advice of such senior person, the respondent or an attorney provided such person arrives without delay and not later than one hour after the handing over of this notice.
 - 2.2 Until the attorney, the respondent or such other officer arrives or until the time has passed for him or her to arrive, you need not comply with any part of this order, except that you must allow the applicant's attorney, the sheriff and the other persons named in the order to enter the premises and to take such steps as, in the opinion of that attorney, are reasonably necessary to prevent prejudice to the further execution of the order.
3. You are further entitled to have the sheriff and the applicant's attorney explain to you what this notice and the court order mean.
4. You may be punished for contempt of court if you, *inter alia*-
 - 4.1 obstruct the sheriff unlawfully in the execution of this order; or
 - 4.2 wilfully disobey this order; or

- 4.3 remove or intentionally cause harm to any item about to be attached or removed in terms of this order, until the attachment is set aside by the Court or is lifted on instruction from the applicant.

ANNEXURE B

Having heard counsel for the applicant and having read the papers filed of record, and on the basis that the applicant undertakes to this court that-

1. this order will not be executed outside the hours between 08h00 and 18h00 on a weekday;
2. applicant will prevent the disclosure of any information gained during the execution of this order to any party except in the course of obtaining legal advice or pursuing litigation against the respondent;
3. applicant will compensate the respondent for any damage caused to the respondent by anyone exceeding the terms of this order;
4. applicant will compensate the respondent for any damage caused to the respondent by reason of the execution of this order should this order subsequently be set aside,

IT IS ORDERED:

1. That the respondent and any other adult person in charge of the premises of the respondent at New Road, Delmas grant the sheriff of the above Honourable Court, applicant's manager (Mr XY Zuma), attorney AB Collins ("applicant's attorney") and a computer operator nominated by applicant access to the said premises for the purpose of-
 - 1.1 searching the premises for the purpose of enabling any of those persons to identify and point out to the sheriff originals or copies of or extracts from applicant's recipes and formulae for the manufacture of AZ toys;
 - 1.2 examining any item for the purpose of identifying it and deciding whether it is of the nature mentioned in the preceding subparagraph;
 - 1.3 searching the premises for the purposes of finding any computer disc containing any of the items referred to above.
2. That the respondent forthwith discloses passwords and procedures required for effective access to the computer for the purpose of searching on the computer and making a disc copy, or, if that is not possible, a print out of computer documents containing information of the nature which would be expected in a document mentioned in paragraph 1.1 above.
3.
 - 3.1 That the respondent permit the sheriff to attach and to remove any document pointed out by a person mentioned in paragraph 1 as being a document covered by paragraph 1.
 - 3.2 That, subject to paragraph 5.2 hereof, the sheriff is authorised to attach any document which is pointed out by any of the aforesaid persons and is directed to remove any attached document in respect of which the applicant or the applicant's attorney does not give a different instruction. The sheriff is directed to keep each removed item in his custody until the applicant authorises its release to the respondent or this Court directs otherwise.
4. That until completion of the search authorised in the preceding paragraphs the respondent may not access any computer or any area where documents of the class mentioned in paragraph 1.1 may be present except with the leave of the applicant's attorney or to make telephone calls or send an electronic message to obtain the attendance and advice mentioned in the notice which is handed over immediately prior to execution of this order.
5. The sheriff is directed, before this order and this application is served or executed, to-
 - (a) hand to the respondent or the other person found in charge of the said premises a copy of a notice which accords with Annexure A of the Practice Manual; and
 - (b) to explain paragraphs 2, 3 and 4 thereof; and
 - (c) to inform those persons the following:
 - 5.1 That any interested party may apply to this Court on not less than twenty four (24) hours' notice to the offices of the applicant's attorney for a variation or setting aside of this order, the court's practices and rules applying unless the court directs otherwise.
 - 5.2 That the respondent is entitled to make a copy of any document which the sheriff intends to remove unless the sheriff declares that the time involved makes the procedure impractical and the sheriff either does not remove the relevant item or removes it in a container sealed by him and which the sheriff may not open except to give to effect this order or to any further direction from the Court.
 - 5.3 That the respondent or his representative is entitled to inspect items in the sheriff's possession for the purpose of satisfying themselves that the inventory is correct.
6. The sheriff is ordered to immediately make a detailed inventory of all items attached and to provide the Registrar of this court, the applicant's attorney, and the respondent with a clear copy thereof.

7. That unless a different direction is obtained from the Court, applicant and applicant's attorney will, two days after this order is executed, become entitled to inspect any of the removed items in order to assess whether it provides evidence relevant to the present application or to the further legal proceedings envisaged in the application.
8. That the sheriff is ordered to inform the respondent that the execution of this order does not dispose of all the relief sought by the applicant and to simultaneously serve the notice of motion and explain the nature and exigency thereof.
9. The costs of this application are reserved for determination in the further proceedings foreshadowed in this application save that-
 - (a) if the applicant does not institute those legal proceedings within three weeks of the date of this order, either party may, on not less than 96 hours' notice to the other, apply to this Honourable Court for an order determining liability for those costs and determining what must be done about removed items and any copies thereof;
 - (b) any other party affected by the grant or execution of this order may on no less than 96 hours' notice apply to this Honourable Court for an order determining liability for the costs of such party and determining what must be done about any item removed from any such party or any copy thereof.

Note: in some situations the following may also be appropriate:

10. The respondent and any other adult person in charge of the premises at which this order is executed are further directed to disclose to the sheriff of the above Honourable Court the whereabouts of any document or item falling within the categories of documents and items referred to in 1.1 above, whether at the premises at which this order is executed or elsewhere to the extent that the whereabouts are known to such person(s).
11. In the event of any document or item is disclosed to be at the premises other than the premises mentioned in paragraph 1.1 of this order, the applicant may approach this court Ex Parte for leave to permit execution of this order at such other premises.

10.2 Admission of advocates

1. An application for admission as an advocate must, in addition to the information required by [section 3 \(1\)](#) of the Admissions of Advocates Act [No. 74 of 1964](#) and Rule 3A of the Rules of the Supreme Court allege that-
 - 1.1 the applicant is not arraigned on a criminal charge and has not been convicted of a criminal offence;
 - 1.2 the applicant's estate has not been sequestrated and that no sequestration proceedings are pending;
 - 1.3 the applicant was not found guilty in misconduct proceedings while in a previous profession or employment and that when any previous profession was relinquished or employment was terminated, no misconduct proceedings were pending; and
 - 1.4 the applicant is unaware of any fact which may detrimentally affect the adjudication of the application.
2. If the applicant is unable to make any of the allegations aforementioned, full details of the circumstances which preclude the allegation being made must be furnished.
3. The registrar is to ensure that the court files containing the admission applications are handed to the clerks of the judges hearing the application at least two days before the hearing of the applications.
4. Applications for admissions are heard before two judges.

10.3 Cancellation of sale in execution

1. If an application in terms of Rule 46 (11) is unopposed it is dealt with by the judge before whom it comes in chambers. If the application is opposed the application will be heard in open court.
2. The notice of motion must *inter alia* be served on the purchaser against whom relief is sought. The notice of motion must inform the purchaser of the time within which and the manner in which the applicant and the registrar must be informed of the purchasers intention to oppose the relief sought if any.
3. If no intention to oppose the relief sought is filed, the applicant must depose to an affidavit stating that fact. The affidavit must be placed in the court file before the application comes before the judge.

10.4 Change to the matrimonial regime

1. The application is commenced by publication in the *Government Gazette* of a notice substantially in the form of Annexure A hereto.
2. The report of the Registrar of Deeds must be obtained before such advertisement is placed.
3. At least 3 weeks before the hearing date a copy of the notice referred to in para. 1 must be forwarded to each creditor by registered post and must be accompanied by a letter, a copy of which must be placed before the court, which states-
 - 3.1 on which date and time and to which court application will be made;
 - 3.2 the full names of the spouses, their identity numbers and their residential addresses and places of

employment in the preceding 12 months;

3.3 the effect of the proposed order;

3.4 that a creditor whose interests will be prejudicially affected by the change of marital regime, may appear at the hearing to oppose the granting of the order.

4. The name, address, amount owing to, and the cause of action of each contingent and other creditor must be set out in the application. Proof of compliance with para 1, 2 and 3 must be proved at the hearing of the application by the filing of a supplementary affidavit.

ANNEXURE A

Take notice that on the _____ day of _____ 20____ at 10h00 or so soon thereafter as the matter can be heard, the abovementioned applicants will apply to the South Gauteng High Court of Johannesburg (address) for an order in the following terms:

1. The applicants are given leave to change the matrimonial property system which applies to their marriage, by the execution and registration of a notarial contract, a draft whereof is attached to the first applicant's supporting affidavit and is marked ". . ." and which contract, after registration thereof, will regulate their property system;
2. The Registrar of Deeds is authorised to register the notarial contract;
3. This order-
 - 3.1 will lapse if the notarial contract is not registered by the Registrar of Deeds within two months of the date of the granting of this order; and
 - 3.2 will not prejudice the rights of any creditor of the applicants as at date of registration of the contract.

10.5 Compromise in terms of section 311 of the Companies Act [61 of 1973](#)

1. Every chairperson and alternate chairperson must be identified by name. It must be proved that such person is not a professional advisor of and has no direct or indirect interest in the offeror, in the company or in a holding company or a subsidiary of any of them.
 - 2.1 The proposed statement in terms of section 312 must be attached to the application. To limit costs, the facts therein which require proof must be repeated in the affidavit only by way of an appropriate reference to the statement as is meant in *Ex Parte De Villiers* [1993 1 SA 493](#) (A) at 508H-I.
 - 2.2 The statement must not amount to an abbreviated repetition of the terms of the compromise but must explain its impact in terms which are readily understandable by a layman. The statement must explain what will happen to an affected party's interest if the scheme is approved; what conditions precedent and other risks of failure are operative and what the prospects are about those risks; what must be done to obtain and to enforce rights created by the scheme; how those rights may be lost; how the party will be informed of or can gain knowledge of fulfilment of conditions like approval of some third party; and what must be done to enable the party to vote.
 - 2.3 The statement may be compiled by an accountant, liquidator or other person with adequate knowledge of the facts and must state the name of its author.
 - 2.3.1 The statement in terms of section 312 (1) (a) (i) must be approved of by the court in advance and must therefore form part of the application.
 - 2.3.2 That statement must be in a document which is separate from the applicant's statement in compliance with section 312 (1) (a) (ii) and separate from any other information (the information which explains why the scheme is a good idea rather than what its impact will be) which the applicant intends putting before interested parties, whether in order to comply with a requirement of some body or of its own volition.
 - 2.3.3 The statement and the actual scheme of arrangement must be forwarded to interested parties in a way which contrast them from documents about which the court made no finding, by way of binding them separately, using pages with a different colour, or making the distinction with a blank page and clear headings.
 - 2.3.4 The papers sent to interested parties must commence with the said statement, followed by the scheme of arrangement and then followed by such other documents as the applicant may have in mind.
 - 2.3.5 Reasons for any opinion that the offer is fair and reasonable must be stated in an affidavit by the individual or individuals who provided the opinion.
3. The court must be informed about the extent to which parties who are entitled to vote are not from the Witwatersrand. If the court is not so informed it will incline to require publication in a newspaper with national circulation in its dominant language and in another official language in a national newspaper which is in circulation in the province wherein the company carried on business.
4. The order must -
 - 4.1 require proof of giving notice in accordance with membership according to both the company's register

- and the sub-register of all CSDP's;
- 4.2 allow shareholders sufficient time to obtain powers of attorney from their CSDP's;
 - 4.3 if relevant information is to be ascertained or published only in the future, allow shareholders sufficient time to receive that information, to consult with their advisers and to get a response to the place where the meeting is to be held.
5. Unless expressly otherwise directed, the court order need not be published in any newspaper. The application must be drafted so as not to ask for such publication. The notice convening the scheme must be published.
 6. The chairperson must forthwith
 - 6.1 cause a notice convening the meeting which substantially conforms with the annexure hereto to be published in an official gazette and such newspaper as the court directs, on a date which is at least two weeks prior to the date of the meeting; and
 - 6.2 send the following by prepaid registered post to each creditor of the company-
 - 6.2.1 A copy of the court order.
 - 6.2.2 A copy of the offer to compromise.
 - 6.2.3 A copy of the statement in terms of sections 312 (1) and (2) of the Act.
 - 6.2.4 A form which can be used as proxy.
 - 6.2.5 A statement showing-
 - 6.2.5.1 the amount for which the creditor is reflected in the company's records as a creditor of the company and the extent to which he is reflected as a preferent or as a secured creditor;
 - 6.2.5.2 the company's asset and the values thereof;
 - 6.2.5.3 the aggregate amounts due to (a) secured, (b) preferent and (c) concurrent creditors;
 - 6.2.5.4 the amount which creditors claim to be owing to them, the validity of those claims; and what security is held therefor;
 - 6.3 A notice which accords with the annexure hereto should form the front page of the documents sent to a creditor. If not, the front page must explain the essence of the scheme in simple terms. In either event the words explaining the scheme must appear in bold print.
 7. If reason arises for regarding one or more creditors as a class of creditors which possibly should, in the order authorising the convening of the meetings, have been recognised as a further class of creditors, the votes of any creditor who may be in that class shall be cast, counted and reported on separately.
 8. The chairperson must report to the court on-
 - 8.1 the grounds, if any, for concluding that one or more creditors constitute such an additional class of creditors;
 - 8.2 the number of creditors who attend in person;
 - 8.3 the number of creditors who were represented by proxies and which thereof was represented by the chairperson in terms of proxies;
 - 8.4 the amount of the claims of those creditors;
 - 8.5 which proxies were rejected;
 - 8.6 each resolution taken at any meeting with particulars of the number of votes cast in favour and against each resolution and the number of abstentions, stating the number of votes cast by the chairperson by virtue of proxies;
 - 8.7 each ruling of the chairperson at a meeting;
 - 8.8 the salient qualities of every other offer of compromise which was open for consideration at a meeting.

10.6 Curator *bonis*

1. At the first hearing of the application for the appointment of a curator *bonis*, the only relief granted is the appointment of a curator *ad litem*. All other relief is postponed *sine die* pending receipt of the curator *ad litem*'s and the master's report.
2. The application is re-enrolled after the aforementioned reports have come to hand.
3. Save in exceptional circumstances, which must be established on affidavit, an application for the appointment of a curator *bonis* will not be heard if the aforementioned reports have not been filed in the court file.
4. The consent of both the curator *ad litem* and the proposed curator *bonis* must be annexed to the application.

10.7 Curator *ad litem*

1. Where the appointment of a curator *ad litem* is sought to assist a litigant in the institution or conduct of litigation, the applicant must establish the experience of the proposed curator *ad litem* in the type of litigation which the litigant wishes to institute or conduct.
2. A consent to act by the proposed curator *ad litem* must be annexed to the application.
3. In order to preclude giving notice of the application to the prospective defendant, the applicant should seek that the costs of the application be reserved for determination in the contemplated trial.
4. The order sought should only permit the proposed curator to settle the action with the approval of a judge.
5. Where the curator *ad litem* requires the approval of the court to settle the action, the curator *ad litem* and plaintiff's counsel may approach the deputy judge president for the allocation of a judge in chambers to approve the settlement.

10.8 Enquiries in terms of section 417 of the Companies Act [61 of 1973](#)

- 1.1 The request that the enquiry be held in secret should be fully motivated. Secrecy will not be ordered as a matter of course.
- 1.2 Where application is made to examine a particular witness, it must be shown that the witness in question has refused to furnish the information required of him or is otherwise unwilling to cooperate with the liquidator.
- 1.3 Since the amendment of section 417 which has given the power to the Master to hold the enquiry, any application to the Court under this section must indicate whether the Master himself has instituted an enquiry and why it is necessary to apply to Court for this purpose.

10.9 Eviction in terms of the Prevention of Illegal Evictions and Unlawful Occupation of Land Act, [19 of 1998](#)

1. The application for eviction must be a separate application. The procedure to be adopted (except in urgent applications) is as follows-
 - 1.1 The notice of motion must follow Form 2 (a).
 - 1.2 The notice of motion must allow not less than five days from date of service of the application for delivery of a notice of intention to oppose.
 - 1.3 The notice of motion must give a date when the application will be heard, in the absence of a notice of intention to oppose.
2. After the eviction application has been served and no notice of intention to oppose has been delivered or if a notice of intention to oppose has been delivered at a stage when a date for the hearing of the application has been determined, the applicant may bring an Ex Parte interlocutory application authorising a [section 4 \(2\)](#) notice and for directions on service.
3. When determining a date for the hearing of an eviction application, sufficient time must be allowed for bringing the Ex Parte application, for serving the [section 4 \(2\)](#) notice and for the 14 day notice period to expire.
4. If the eviction application is postponed in open court on a day of which notice in terms of [section 4 \(2\)](#) was duly given, and if the postponement is to a specific date, it will not be necessary to serve another [section 4 \(2\)](#) notice in respect of the latter date.
5. A number of *pro forma* orders are attached hereto for the guidance of practitioners. The orders must be adapted to meet the exigencies of each case.

10.10 The Hague Convention on the Civil Aspects of International Child Abduction Act 72 of 1996

Introduction

1. There is a worldwide increase of incidents of cross-border abduction of children. The criminal part of that phenomenon is regulated by criminal law and intergovernmental treaties in that field of law.
2. The response of the international community to the civil aspects of the phenomenon (which is commonly inter-parental or familial) was the adoption of the Hague Convention on Civil Aspects of International Child Abduction. South Africa is a signatory to the convention and has adopted the convention as part of its national law. In order to respond to its obligations under the convention, the South African parliament passed Act, No. 72 of 1996 (The Hague Convention on Civil Aspects of International Child Abduction Act, No. 72 of 1996) which is for the sake of brevity simply herein referred to as The Hague Convention.
3. Our courts, like other courts in countries that have adopted the convention, have an important role to play under The Hague Convention. Cases under the convention normally come to court by way of applications, often in the urgent court, for the return of the abducted child to the country of origin, often another member country to the convention.
4. The objective of this portion of the Practice Manual is to expedite the handling of all applications under The Hague Convention. In case of uncertainty legal practitioners should not hesitate to approach the office of the Deputy Judge President with any difficulties regarding the practical aspects of implementing this portion of the

Directive

5. The Judge President or Deputy Judge President shall designate from time to time a judge who shall be responsible for Hague Convention matters.
6. A judge designated in terms of paragraph 5 above is not the only one who hears The Hague Convention matters. Such judge shall fulfil the role of gathering relevant information on these matters and shall also perform the liaison function with judicial officers and Central Authorities in other jurisdictions as and when the need may arise.
7. Once a file for a matter under The Hague Convention has been opened, the file must, upon issue, be clearly marked as a Hague Convention matter. The primary duty to mark the file is on the practitioner acting on behalf of the applicant. If the applicant is not represented the Registrar must assist litigants as far as is possible.
8. As a matter of course matters under the Hague Convention are to be dealt with as urgent in nature.
9. After its issue the matter is to follow the following route-
 - 9.1 The court file is to be taken to the Deputy Judge President, who is to allocate a judge to case manage the matter and ultimately hear it when it is ripe for hearing, irrespective of the court in which that judge is doing duty when the matter becomes ripe for hearing.
 - 9.2 The judge to whom the application has been allocated shall determine the date and time for hearing of the application in collaboration with the Deputy Judge President or the most senior judge on duty and the clerk of that judge shall advise the parties of such date.
 - 9.3 Should any reason have arisen during the course of managing the case, for that judge not to hear the case, the judge concerned will approach the Deputy Judge President forthwith for allocation of another judge to urgently hear the matter.

10.11 Liquidation

1. The applicant should seek a final winding-up order in the notice of motion.
2. The Court may nonetheless, in the exercise of its discretion, grant a provisional order and direct that service and publication of the provisional order be affected.
3. A copy of the provisional order referred to in paragraph 2 must be served on-
 - (a) every trade union referred to in subsection (2);
 - (b) the employees of the company by affixing a copy of the application to any notice board to which the employees have access inside the debtor's premises, or if there is no access to the premises by the employees, by affixing a copy to the front gate, where applicable, failing which to the front door of the premises from which the debtor conducted any business at the time of the presentation of the application;
 - (c) the South African Revenue Service; and
 - (d) the company, unless the application was made by the company.
4. The provisional order referred to in para 2 may include-
 - 4.1 service of the order on the company or close corporation at its registered office;
 - 4.2 publication of the order in the *Government Gazette*;
 - 4.3 publication of the order in a newspaper circulating in the area where the company or close corporation carries on business;
 - 4.4 service on all known creditors. This will only be ordered where the applicant has ready access to the identity and address of the creditors. Depending on the information that the applicant has as to the creditor's address such service can be ordered to be effected by e-mail, facsimile transmission or pre-paid registered post.
5. If a provisional order of liquidation is granted, proof of compliance with the service ordered must be provided on the return date. Such proof is provided by filling an affidavit setting out the manner in which the ordered service was complied with. The presiding judge will only accept the affidavit of service from the bar in exceptional circumstances made out in an affidavit.
6. If an extension of the return date of a provisional order of liquidation is sought, the party seeking such an extension must deliver an affidavit motivating such an extension. Without limiting the generality of the foregoing, full details are required of the following-
 - 6.1 If the provisional order of liquidation has not been served, the attempts made to effect such service;
 - 6.2 If the provisional order of liquidation relates to the winding up of an insolvent company, whether there has been compliance with the provisions of s 357 of the Companies Act, [61 of 1973](#).

6.3 Whether a provisional liquidator has been appointed by the Master.

7. Where a company or a close corporation seeks its own winding-up, it is not necessary for the application or for any provisional order that may be granted to be served on the company or close corporation.
8. Where the applicant seeking a winding-up order is a shareholder of a company or member of a close corporation, he shall serve the application on all interested parties, such as a co-shareholder or joint member. Failing such service the applicant should indicate in the founding affidavit why such service is not necessary.

10.12 Provisional sentence

1. Proof of presentation of a negotiable instrument is unnecessary unless presentation is disputed or the court requires proof thereof.
2. The original liquid document upon which provisional sentence is sought must be handed to the court when the provisional sentence is sought.

10.13 Rehabilitation

1. An application for rehabilitation will not be read by the presiding judge, if the master's report is not in the court file. The presiding judge will only accept the master's report from the bar in exceptional circumstances made out in an affidavit.
2. If the applicant avers that a contribution paid by a creditor has been repaid to the creditor, adequate proof thereof must be provided.
3. The applicant, as is required by [section 127](#) of Act [24 of 1936](#), must state what dividend was paid by the creditors. It is not acceptable to attempt to comply with this requirement by attaching the distribution account which the presiding judge is expected to analyse and interpret.
4. As the date of the hearing of an application for rehabilitation has been advertised, any postponement of the application will be to a specific date.

10.14 Removal or amendment of restrictions on land use

1. This section applies to applications based on the principle that the consent of the holder of a right to the cancellation or amendment of the conditions embodying his right is to be inferred from the fact that he does not object to the application, as is discussed in, *inter alia*, *Ex parte Gold* [1956 \(2\) SA 642 \(T\)](#) and *Ex parte Glenrand (Pty) Ltd* [1983 \(3\) SA 203 \(W\)](#).
2. It follows that the court should be convinced that the holder of the right in question has knowledge of the application. There should accordingly be service on all persons concerned. Service under Rule 4 (2) of the Rules of Court is authorised by way of exception to the ordinary methods of service. Full and cogent reasons should therefore be advanced in support of a request under the sub-rule.
3. The fact - if fact it is - that it might be difficult or costly to ascertain particulars of the persons concerned, and to effect service on them, is not the most important consideration. The nature and extent of the curtailment of the rights of affected persons and the need to ensure that they are made aware of the application, is of greater importance. It follows that the court might distinguish between persons directly or indirectly affected by such applications, and differentiated service might be authorised.
4. When the application is presented to court-
 - 4.1 it must be proved that the application together with a request to report was in good time served upon the Registrar of Deeds, any Township Board which is involved and, if possible, a local authority which is able to comment upon-
 - 4.1.1 the correctness of the facts;
 - 4.1.2 the identity of persons who may have a legal interest or whose refusal of consent could be adequate reason to refuse the application; and
 - 4.1.3 about the best method of notifying interested parties.
 - 4.2 a plan or map must be attached (if necessary extending beyond the township within which the property is situated) which will assist the court to ascertain which owners or users (of roads or of rights) have sufficient interest to make notice appropriate;
 - 4.3 proof must be given of the problems encountered or expected which render normal service on interested parties or direct notice on them (perhaps in terms of Court rule 4 (2)) impractical;
 - 4.4 The effect of granting the order must be explained since persons affected may by their mere objection put an end to the application, the order should be so worded as to inform affected persons that they are free to make their objection, either by written notice to the Registrar or on the return day, without fear that they will be mulcted in costs.

10.15 Requests for permission to film or record judicial proceedings

Requests for permission to film or record judicial proceedings are received from time to time. In order to standardise the procedure, the guidelines set forth hereunder are provided.

1. It is hereby emphasised that no person may film or electronically record judicial proceedings without the prior permission of the presiding judge. The granting and the terms of any such permission is within the discretion of the presiding judge. The permission may be withdrawn and the terms thereof altered at any time by the presiding judge.
2. Any party who wishes to film or electronically record judicial proceedings must request permission from the presiding judge (through his or her secretary) at the earliest and at least 24 hours beforehand. The secretary will then establish from the presiding judge whether permission is given and, if so, on what terms.
3. It is a healthy practice for the party wishing to film or record proceedings to obtain and furnish the judge with comments of known interested and affected parties at the time when the request is made.
4. The presiding judge may, before granting or refusing permission or setting terms, ascertain whether there are any objections from interested and affected parties.
5. The following terms for permission to film or record judicial proceedings serve as guidelines only, which the presiding judge in his or her discretions may or may not follow-

5.1 *Equipment limitations:*

- (a) Video: The media may install two small man-operated cameras, both on tripods and together with the necessary microphones, in the court; no film, video tape or lenses may be changed whilst the court is in session.
- (b) Audio: The media may install their own audio recording system provided this is unobstructive and does not interfere with the proceedings. Individual journalists may bring tape recorders into the court room for the purposes of recording the proceedings but changing of cassettes is not permitted while the court is in session.
- (c) Still cameras: Only one photographer will be allowed; the location of the camera may not be changed. No changing of lenses or film is permitted while the court is in session.
- (d) Lighting: No movie lights, flash attachments or artificial lighting devices are permitted for filming court proceedings.
- (e) Operating signals: no visible or audible light or signal may be used on any equipment.
- (f) Only two video camera operators and one still camera operator may be present in court during the proceedings.
- (g) All camera, video and audio equipment must be placed in a fixed, unobstructive position in the court and must be in position at least 15 minutes before the start of the proceedings. The equipment must be operated to minimise any distraction whilst the court is in session, and may be moved or removed only when the court is not in session. Cameras, cables and the like must not interfere with the free movement inside the court.
- (h) Any problems which may arise during the recording of proceedings must be attended to during adjournments only.

5.2 *Use of recordings:*

- (a) Recordings may be used only in the form of edited highlights packages for delayed broadcasting in news bulletins and in programs relating to current affairs or matters of public interest.
- (b) The highlights packages must present a balanced and fair reflection of the proceedings.
- (c) The media must focus its recordings primarily on counsel arguing the matter, and/or on the judge/s presiding.

5.3 *Pooling Arrangements:*

- (a) Only one media organisation may conduct the video, sound and still photography activities.
- (b) The media organisation must be selected by the media themselves. It must operate an open and impartial distribution scheme. The footage, sound or photographs must be distributed in a "clean" form, that is with no visible logos, etc., relating to any media organisation, and must be archived in a manner which makes it freely available to other media.
- (c) If no agreement amongst media organisations can be reached on these arrangements, no audio, video or still photography coverage may take place.
- (d) All constraints imposed by the Broadcasting Act No. 4 of 1999 and by the code of conduct of the Broadcasting Complaints Commission of South Africa will apply.

5.4 *Behaviour of media representatives-*

- (a) The conduct of all media representatives must be consistent with the decorum and dignity of the court.
- (b) No identifying names, marks, logos or symbols may be used on any equipment or clothing worn by media representatives.

- (c) All media representatives (including camera crew) must be appropriately dressed.

5.5 Further directions-

- (a) The Court may give further directions as it deems appropriate, including directions that portions of the proceedings may not be recorded, or that already recorded portions of the proceedings may not be publicised or distributed, and must be deleted.
- (b) The Court may at any stage suspend the filming or recording process if it regards the process to be disruptive of the proceedings.

5.6 There is an absolute bar on-

- (a) Recording (whether video or audio) of bench discussions;
- (b) Audio recording or close-up photography of matters of a private, confidential or privileged nature which may ensue between counsel, the attorneys and the parties.
- (c) Close-up photography of judges, lawyers or litigants in court.
- (d) Recording (whether video or audio) which intrudes upon the privacy of the judges, litigants, legal representatives and members of the public present at the proceedings.
- (e) The use of recordings (whether video or audio) for commercial or political advertising purposes;
- (f) The use of sound bytes without the prior consent of the presiding judge. This does not apply to extracts from judgments or orders.

- 6. The following court decisions are relevant to the filming, electronic recording and broadcasting of judicial proceedings-

SA Broadcasting Corporation Ltd v Thatcher [2005] 4 All SA 353 (C)

SA Broadcasting Corporation Ltd v National Director of Public Prosecutions [2007 \(1\) SA 523](#) (CC)

- 7. Failure to comply with this practice directive and with the terms of any permission to film or electronically record judicial proceedings may lead to contempt of court charges.

10.16 Sequestration

- 1. In an application for sequestration, unless leave to proceed by way of substituted service has been granted, personal service of the application must be effected on the respondent.
- 2.
 - 2.1 Unless the court directs otherwise in terms of [section 11\(2\)](#) of Act [24 of 1936](#) (the Act), the provisional order of sequestration must be served on the respondent personally. In addition, there must be service as required in terms of [s 11\(2A\)](#) of the Act.
 - 2.2 A provisional order of sequestration may not be served at the offices of the Sheriff or Deputy Sheriff.
- 3. If an extension of a provisional order of sequestration is sought, the party seeking such an extension must deliver an affidavit motivating such an extension. Without limiting the generality of the foregoing, full details are required of the following-
 - 3.1 If the sequestration order has not been served, the attempts made to effect such service.
 - 3.2 Whether and to what extent there has been compliance with the provisions of [s 17\(1\)](#) of the Act.
 - 3.3 Whether a provisional trustee has been appointed by the Master in accordance with [s 18](#) of the Act.
 - 3.4 Whether there has been an attachment of property as required in terms of [s 19](#) of the Act.
- 4. If the applicant fails to establish that the application is not a so-called "friendly" sequestration the following will apply-
 - 4.1 Sufficient proof of the existence of the debt which gives rise to the application must be provided. The mere say so of the applicant and the respondent will generally not be regarded as sufficient.
 - 4.2 The respondent's assets must be valued by a sworn appraiser on the basis of what the assets will probably realise on a forced sale. Mere opinions, devoid of reasoning as to what the assets will probably realise, will not be regarded as compliance herewith. The valuation must be made on oath and the appraiser must be qualified as an expert witness in the normal manner.
 - 4.3 Where the applicant seeks to establish advantage to creditors by relying on the residue between immovable property valued as aforesaid and the amount outstanding on a mortgage bond registered over the immovable property, proof of the amount outstanding on the mortgage bond at the time of the launching of the application is required. The mere say so of the applicant and the respondent will generally not be regarded as sufficient.
 - 4.4 Where the applicant seeks to establish advantage to creditors by relying on a sum of money paid into an attorney's trust account to establish benefit for creditors, an affidavit by the attorney must be

attached to the application in which he confirms that the money has been paid into his trust account and will be retained there until the appointment of a trustee.

- 4.5 In establishing advantage to creditors the following sequestration and administration costs will be assumed in an uncomplicated application:
- 4.5.1 Cost of application - R 6000
- Cost of application if correspondent utilised - R 8000 (if the applicant's attorney of record has agreed to limit fees proof thereof must be provided).
- 4.5.2 The aforementioned costs are assumed to increase by R 700 for every postponement of if the application or if the provisional order has to be furnished to all known creditors, the aforementioned costs are assumed to increase to R700.
- 4.5.3 The cost of administration, subject to a minimum of R2 500 are:
- 4.5.3.1 1% plus VAT on cash or money in a financial institution.
- 4.5.3.2 3% plus VAT on immovable property and shares.
- 4.5.3.3 10% plus VAT on movable property including book debt.
- 4.5.4 Other administration costs include sheriff fees (Schedule 3 of Act [24 of 1936](#)) and the cost of security.
- 4.5.5 The aforementioned costs do not include the costs of the realisation of the asset. The cost must be established unless evidence to the contrary is placed before the court, it will be assumed that the cost of the realisation of immovable property is 6% of the selling price plus advertising charges.
- 4.5.6 Regard being had to the costs set out in para 4.5.5, the applicant must in the application set out a calculation indicating the probable dividend to concurrent creditors.
- 4.6 Where the application is brought as an urgent application with the purpose of staying a sale in execution, notice of the application must be given to the judgement creditor. In addition the applicant must set out facts to enable the court to determine that the assets which are to be sold at the sale in execution will realise more, if sold privately.
- 4.7 Notwithstanding para 3 above, a court will be reluctant to grant an extension of a return date in a "friendly" sequestration.

10.17 Foreclosure (and execution when property is, or appears to be, the defendant's primary home)

This chapter is applicable to all applications for foreclosure. (The word 'defendant' includes the word 'respondent' and *vice versa*. The word 'debtor' includes the word 'consumer' and refers to a 'judgment debtor').

The directives that follow are based on the judgments in the following matters:

Hand¹ and Swissborough,² Gordon,³ Studdard,⁴ Janse van Rensburg,⁵ Bekker,⁶ Wilkinson,⁷ Saunderson,⁸ Jessa,⁹ Dawood,¹⁰ Mortinson,¹¹ Folscher,¹² Sebola,¹³ Petersen,¹⁴ Ntsane,¹⁵ Maleke,¹⁶ Powell,¹⁷ Rossouw,¹⁸ Brown,¹⁹ Mkhize,²⁰ Van Vuuren,²¹ Balkind,²² Binneman,²³ Shaik,²⁴ Mokhonoana,²⁵ Owens,²⁶ Gundwana,²⁷ Jaftha,²⁸ Lekuku²⁹ and Mokweni³⁰.

1. Without derogating from the requirements regarding applications contained in the Rules Regulating the Conduct of the Proceedings of the Several Provisional and Local Divisions of the High Court of South Africa ('Rule' or 'the Rules') or Chapter 9 of the Practice Manual of the South Gauteng High Court ('Practice Manual'), in every matter where a judgment is sought for execution against immovable property, which might be the defendant's primary residence or home, an affidavit is required. A *PRO FORMA AFFIDAVIT DEALING WITH ALL THE REQUIREMENTS IS ATTACHED HERETO*. The affidavit shall be attached to the Notice of Set Down.
2. An order declaring property specially executable shall only be granted by the Court on notice to the defendant or respondent.
3. Where action proceedings have been instituted and the provisions of Rule 31(5) are applicable, the Registrar shall refer the application for the money judgment and the declaration that the property is executable, to open court.
4. Note: When arrears are low, and/or the period of non-payment is a few weeks/months, the court may, in its discretion, postpone the matter with an order that it may not be set down before the expiry of 6 months and that notice of set down should again be served. NB: Default judgment should not be granted for the amount and the order for execution only postponed as this will defeat the object of postponing the matter i.e. to allow the consumer to take advice and seek to make arrangements to bring the arrears up to date or purge the default. (*Sebola* para 46 and *Petersen* para 7. See *Ntsane*. Also see *Maleke* and *Lekuku*.) At the adjourned date, an affidavit should be filed, setting out what efforts the Bank has made to effect settlement and/or prevent foreclosure.
5. Numbered flags should be attached to the relevant page dealing with each requirement set out in the affidavit (eg. Debtor's payment record will have flag 5.4).

6. A certificate of balance may be handed in at the hearing (*Rossouw* para 48).
7. If there is a failure to comply with the provisions of [s 129](#) of the NCA, the following order pursuant to [s 130 \(4\) \(b\)](#) of the NCA may be issued: (see *Mkhize*).

Order:

- 7.1 The application is postponed *sine die*.
 - 7.2 In terms of [section 130 \(4\) \(b\)](#) of the National Credit Act ('the NCA'), the order set out in paragraph 3.3 below is made.
 - 7.3 Prior to re-enrolling the application, the applicant must serve on the respondent by Sheriff in terms of Rule 4 of the Uniform Rules of Court the following documents, subject to the proviso that if service is effected at the *domicilium* address then such service must be on a person as provided for in the Rules-
 - 7.3.1 A revised [section 129](#) notice in terms of the NCA ('the 129 notice') in which the current arrears are stated and distinguished from the previous 129 notice appearing as an Annexure in the application by a heading stating that the notice is a revised notice reflecting the respondent's current arrears;
 - 7.3.2 A copy of the application together with all of the annexures;
 - 7.3.3 A notice of re-enrolment which must state-
 - 7.3.3.1 that the application which was set down for hearing on (date) was postponed sine die by the court;
 - 7.3.3.2 the respondent's rights in terms of the NCA, and in particular those contemplated in [section 129 \(1\) \(a\)](#) of the NCA, are unaffected by the fact that the application has already been instituted and a further note that the respondent is invited to respond to the revised notice within ten days of service of the documents referred to herein on the respondent;
 - 7.3.3.3 the respondent is given ten days from the date of service of those documents referred to above, to explore those non-litigious ways of purging the respondent's default as set out in the revised [section 129](#) notice;
 - 7.3.3.4 in the event of the respondent failing to respond to the revised [section 129](#) notice within ten days of service of those documents referred to above on the respondent, then application will be made for an order in terms of the notice of motion which appears in the application which was set down for hearing on (date);
 - 7.4 In the circumstances set out in paragraph 7.3 above, application will be made to the Court on (a specified date which date must be more than ten days from date of service of the documents set out above, on the respondent).
 - 7.5 The Sheriff in his return of service must specifically state that the revised [section 129](#) notice was served on the respondent together with the notice of re-enrolment and the application.
 - 7.6 Costs of the postponement are to be costs in the cause.
8. Two draft orders must be attached to the notice of set down.

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

(REPUBLIC OF SOUTH AFRICA)

Case No.: 123456

In the matter between:

BANK

Applicant

And

CONSUMER

Respondent

AFFIDAVIT PURSUANT TO CHAPTER 10.17 OF THE PRACTICE MANUAL

(PRO FORMA)

I, the undersigned,

ATTORNEY

do hereby make oath and say that:

- A. I am an adult attorney, duly admitted as such, and practicing as such in partnership under the name and style of XYZ Attorneys of (address). I am the attorney of record for the Applicant in this matter.
- B. The facts herein contained are within my own personal knowledge and belief and are true and correct.

- C. I have perused the court file under the above case number wherein the applicant seeks, *inter alia*, execution where the property appears to be the primary home of the respondent.

Compliance with Chapter 10.17 of the Practice Manual of the South Gauteng High Court

1. As per Chapter 10.17 of the Practice Manual of the South Gauteng High Court I confirm the following:
 - 1.1 I am satisfied that a proper cause of action has been disclosed and that there is not a mere reliance on a security instrument as is evidenced from page ___ para ___ (and pages. where the agreement of loan (and other documents appear));
 - 1.2 I am satisfied that there is compliance with Rule 18 (6) as appears at page ___ para ___; alternatively,
 - 1.3 I am satisfied that sufficient facts have been disclosed and set out for a proper cause of action as appears at page ___ para ___;
2. Original Documents
 - 2.1 I have inspected the original documents pertaining to the matter as well as the security documents on which the matter is based and the copies attached to the summons or application, are true copies of the originals. Alternatively;
 - 2.2 An affidavit from the judgment creditor has been filed setting out the whereabouts of the original documents, which affidavit also sets out the grounds of the deponent's belief that the documents attached are indeed copies of the originals as appears at page ___ para ___. (Delete paragraph if 2.1 is applicable).
3. I am satisfied that the application or summons contains the statements referred to in Saunderson, Jessa and Dawood:
 - 3.1 The defendant's attention is drawn to s 26 (1) of the Constitution of the Republic of South Africa which accords to everyone the right to have access to adequate housing. Should the defendant claim that the order for execution will infringe that right, it is incumbent on the defendant to place information supporting that claim before the Court. This appears at page ___ para ___;
 - 3.2 The judgment debtor has been advised that he (or she) is entitled to place information regarding relevant circumstances within the meaning of s 26 (3) of the Constitution and rule 46 (1), before the Court hearing the matter. This appears at page ___ para ___;
 - 3.3 The judgment debtor has been advised that in terms of Rule 46 (1) (c) (ii) of the Rules of the High Courts of South Africa, no writ of execution shall be issued against his or her primary residence (home), unless a court having considered all the relevant circumstances, orders execution against such property. This appears at page ___ para ___;
 - 3.4 The judgment debtor has been advised that if he or she objects to his or her home being declared executable, he or she is called upon to place facts and submissions before the court to enable the court to consider them in terms of rule 46 (1) (a) (ii) of the Rules of Court and that a failure to do so may result in an order declaring his/her home specially executable, consequent upon which his/her home may be sold in execution. This appears at page ___ para ___.
4. Pursuant to the requirements set out in Mortinson, Folscher and Lekuku:
 - 4.1 The instalments are R___ per month.
 - 4.2 The arrears outstanding under the bond when the latter was called up are R___ as appears at page ___ para ___;
 - 4.3 The last payment of R___ was made on (date) (as appears at page ___ para ___);
 - 4.4 The debtor's payment record is at page ___ annexure___;
 - 4.5 The amount of the arrears outstanding at the date of the application for default judgment is R___. This appears at page ___ para ___;
 - 4.6 The total amount owing in respect of which execution is sought is R_____ and appears at page ___ para ___;
 - 4.7 The immovable property which is sought to have declared executable was not acquired by means or with the assistance of a State subsidy. This appears at page ___ para ___;
 - 4.8 The immovable property is occupied/not occupied (delete whichever is not applicable) .This appears at page ___ para ___;
 - 4.9 The immovable property is utilised for residential purposes/commercial purposes (delete whichever is not applicable). This appears at page ___ para ___;
 - 4.10 The debt which is sought to be enforced was/was not (delete whichever is not applicable) incurred in order to acquire the immovable property sought to be declared executable. This appears at page ___ para ___;
 - 4.11 That the mortgaged property is the debtor's primary residence, appears at page ___ para ___;

- 4.12 The circumstances under which the debt was incurred are the following (details) and appear at page ___ para ___;
- 4.13 The relative financial strengths of the creditor and the debtor, are the following (details) and appear at page ___ para ___;
- 4.14 There is no possibility that the debtor's liabilities to the creditor may be liquidated within a reasonable period, without having to execute against the debtor's residence as appears at page ___ para ___;
- 4.15 The proportionality of prejudice the creditor might suffer if execution were to be refused, compared to the prejudice the debtor would suffer if execution went ahead with a consequent loss of his home, appears at page ___ para ___;
- 4.16 A Notice ("the Notice") in terms of [s 129](#) of the National Credit Act [34 of 2005](#) ("the NCA") was sent to the debtor prior to the institution of action on (date), and it appears at page ___ para ___ (if the Notice was sent by someone other than the deponent, a confirmatory affidavit is required from such person);
- 4.17 The action is founded on an agreement within the meaning of the NCA. The allegation concerning the manner of delivery, which the consumer has chosen for the Notice appears at page ___ para ___ and the Notice was delivered in that manner, as appears at page ___ para ___;
- 4.18 The domicilium address at which delivery of the Notice took place is _____. This appears at page ___ of the affidavit and in the agreement annexure _____ at page _____.
- 4.19 The debtor's reaction to such Notice was (details) as appears at page ___ para ___;
- 4.20 The period of time that elapsed between receipt of such Notice and the institution of action is _____ days and appears at page ___ para ___;
- 4.21 The property is in fact occupied/not occupied (delete whichever is not applicable) by the debtor or by _____ as appears at page ___ para ___;
- 4.22 Whether the debtor will/will not (delete whichever is not applicable) lose access to housing as a result of execution being levied against his home, appears at page ___ para ___; because _____;
- 4.23 The creditor has/has not (delete whichever is not applicable) instituted action with an ulterior motive. This appears at page ___ para ___;
- 4.24 The position of the debtor's dependants and other occupants of the house are the following (detail each occupants relationship to defendant, gender and age of occupants) as appears at page ___ para _____.

5. Service of the Process

- 5.1 The process was served personally at (address) as appears at page ___ para ___ which address is the domicilium/residence/work address (delete whichever is not applicable) of the defendant; or
- 5.2 Service was effected on (date) by (manner) as appears at page ___ para ___ as authorised by the court on (date) as appears at page ___ para ___ (and Annexure___ on page _____); or
- 5.3 The process was served at the debtors place of employment on (date) or at the property on a Saturday by (manner), as a result of the inability to effect service in terms of 6.1 or 6.2 above. Such inability is that (detail attempts) as appears from page _____ para _____.

6. If the Consumer has chosen for the Notice to be posted - [Section 129 \(1\)](#) Notice

- 6.1 The compulsory Notice pursuant to [s 129 \(1\)](#) was delivered to the relevant post office. The post office would, in the normal course, have secured delivery of the registered item notification slip, informing the consumer that a registered article was available for collection. This appears at page ___ para ___;
- 6.2 The post-despatch 'track and trace' printout from the website of the South African Post Office is attached indicating delivery at the consumer's post office situated at _____. This appears at page ___ para ___; or
- 6.3 The post office reflected on the "track and trace" report, to which the [s 129](#) Notice was sent, is not the same as the post office or town name to which the [s 129](#) Notice was sent, but there is proof (which appears at page ___ para ___) that the post office reflected on this "track and trace" report, services the address of the consumer, which appears at page ___ para ___;
- 6.4 A minimum period of 10 business days of giving the statutory Notice has elapsed before commencement of these legal proceedings. This period is calculated, by having regard to the delivery and service of the process, which took place on (date) as appears at page ___ para _____. The proceedings were launched on (date);
- 6.5 Alternatively to 6.1-6.4. The Consumer applied for debt review but Notice of termination of the debt review was given to the consumer, the debt counsellor and the National Credit Regulator at least 10 business days after the consumer applied for debt review. The consumer applied for debt review on (date) which appears at page ___ para _____. The Notice of termination was given on _____ as appears from page _____ para _____ and Annexure _____ on page _____.

7. The return of service reflects that the documents on which the judgment creditor relies, were attached to the process which was served and appears at page ____ para ____.
8. Clause ____ in the agreement, provides for a costs order other than a party and party costs order or any other justification for a costs order other than a party and party costs order appears at page ____ para ____.

WHEREFORE I pray that it may please this Honourable Court to grant an order in terms of the draft attached to the notice of set down marked "**Draft Order**".

DEPONENT

SIGNED and **SWORN TO** before me, at _____ on this ____ day of 201_, by the Deponent who has acknowledged that he knows and understands the contents of this Affidavit and he has declared that he has no objection to taking the oath, and he regards the oath as binding on his conscience and he has uttered the following words: "I swear that the contents of this Affidavit are true, so help me God".

COMMISSIONER OF OATHS

FULL NAMES:

ADDRESS:

CAPACITY:

CHAPTER 11

Leave to appeal in civil matters

1. An application for leave to appeal must be filed with the registrar in charge of civil appeals.
2. If the judgment in respect of which leave to appeal is sought was not handed down in typed form when the judgment was delivered, the applicant shall forthwith take the necessary steps to cause the judgment to be transcribed. All the other parties to the application for leave to appeal shall forthwith in writing be informed of the steps taken by the applicant in this regard.
3. If the applicant does not within three days of the service of the application for leave to appeal take the necessary steps to cause the judgment to be transcribed, the respondent's legal representatives may take the necessary steps to ensure that the judgment is transcribed. All the other parties to the application for leave to appeal shall forthwith in writing be informed of the steps taken by the respondent in this regard.
4. If the judgment was handed down in typed form, or after the judgment has been transcribed, it may be placed in the court file and the applicant may apply by letter to the registrar in charge of civil appeals for the allocation of a date for the hearing of the application for leave to appeal. In the event of the parties agreeing thereto, three alternative dates may be set out in the letter, being dates upon which the parties' counsel are available to argue the application for leave to appeal. The applicant must forthwith forward a copy of this letter to all the other parties to the application for leave to appeal.
5. If the applicant does not apply for the allocation of a date for hearing of the application for leave to appeal within a period of 7 days after the judgment has become available, the respondent may so apply. The application is made by directing a letter to the registrar in charge of civil appeals. At the same time the respondent must place a copy of the judgment in the court file. The respondent must forthwith forward a copy of the letter to all the other parties to the application for leave to appeal.
6. Once the registrar in charge of civil appeals is in possession of-
 - 6.1 the application for leave to appeal,
 - 6.2 the judgment and
 - 6.3 the letter requesting a date for the hearing of the application

the aforesaid registrar will submit the relevant court file to the secretary of the judge who delivered the judgment. The secretary of the judge will endorse the date and time on which the application for leave to appeal is to be heard. The judge's secretary will return the file to the aforesaid registrar.

7. The registrar in charge of civil appeals shall thereupon notify the parties of the date and time so determined and shall enrol the matter accordingly. Thereafter the aforesaid registrar shall return the court file with proof of notification of the date and time of the hearing to the secretary of the judge who delivered the judgment and shall confirm that the application has been enrolled.
8. Applications for leave to appeal are normally enrolled for 09h30. It is anticipated that the application including judgment thereon will be concluded by 10h00. If the parties or any one of them envisage the application taking longer than half an hour to be concluded, a statement to this effect must be made in the letters referred to above. In such a case the presiding judge may determine another time for the hearing of the application for leave to appeal.
9. If none of the parties to the application for leave to appeal apply to the registrar for the allocation of a date for the hearing of the application for leave to appeal, the registrar in charge of civil appeals will submit the

relevant court file to the clerk of the judge who delivered the judgment. The aforesaid registrar shall indicate the parties' failure to comply with the foregoing and request a date for the hearing of the application for leave to appeal. The clerk of the judge will endorse the date and time on which the application is to be heard. The judge's clerk will return the court file to the aforesaid registrar. Thereafter the practice set out in paragraph 7 shall be followed.

10. The convenience of counsel is not conclusive in the determination of a date for the hearing of an application for leave to appeal.

CHAPTER 12

Unopposed divorce action

1. Prior to the closure of the roll, the legal representative who enrolled the matter must determine that the court file contains all the relevant pleadings, notices and returns of service. The legal representative must further ensure that the court file is properly paginated, indexed and bound. Documents will only be accepted from the bar in exceptional circumstances which must be established on affidavit.
2. The pleadings, notices and returns of service referred to in the previous paragraph must all be originals. If any one is not an original, an affidavit must be included in the documents explaining why the original is not in the court file and proving that the copy is a true copy of the original. Where the summons is not the original summons, the affidavit must additionally prove that the original summons was properly signed and stamped when issued. In such a case the presiding judge will determine if the matter can proceed in the absence of the original pleadings, notices and returns of service.
3. If a copy of a marriage certificate is utilised to prove the marriage, the copy must have been certified as a true copy of the original.
4. Where the party proving the marriage requires return of the original or certified marriage certificate, a copy thereof must be available to be placed in the court file at the hearing.
5. In the event that the parties have concluded an agreement of settlement, the original agreement of settlement must not be placed in the court file. The original agreement must be handed up through the witness proving its conclusion.
6. A divorce roll consists of no more than 50 matters. If a matter is not on the printed roll it will not be enrolled save in exceptional circumstances which must be made out on affidavit.
7. In order to enrol the matter, the form known as the J 118 must be properly completed. The following must appear on a document attached to the J 118-
 - 7.1 The date of service of the summons;
 - 7.2 The *dies induciae* allowed in the summons;
 - 7.3 The date when the *dies induciae* lapsed;
 - 7.4 A statement that no intention to defend was given;
 - 7.5 Alternatively to 7.1 to 7.4, the date when the opposing parties claim or plea and if applicable counterclaim was withdrawn.
8. A matter may not be enrolled prior to the expiry of the *dies induciae* even if the *dies induciae* will have expired by the time the matter is heard.
9. Any amendment to the pleadings must be sought in writing. If the amendment is granted the judge's clerk must note the order on the court file. The notation of the order will, in so far as the amendment may relate to the parties' names and the spelling thereof, draw the attention of the registrar's office thereto and ensure that any court order will correctly reflect the parties' names.
10. Subject to the discretion of the presiding judge the evidence necessary for the grant of a decree of divorce may be presented on affidavit provided that-
 - 10.1 the affidavit proves that no child was born to or adopted by the parties to the marriage, or, if there was that such child is over the age of 18 years;
 - 10.2 all financial matters between the spouses have been settled in a signed written agreement which is identified in and attached to the affidavit, or if the only order to be sought in regard to financial matters is division of the joint estate or forfeiture of the benefits of the marriage in community of property;
 - 10.3 all the necessary evidence is set out in the affidavit. (In this regard it is emphasised that primary facts and not conclusion of fact are required);
 - 10.4 the affidavit is attached to the notice of enrolment.

CHAPTER 13

Judge in chambers

1. Counsel who wishes to see a judge in chambers should approach the relevant judge's clerk. If the relevant judge's clerk is not available, another judge's clerk may be approached. If no judge's clerk is available the

court usher may be approached.

2. The judge's clerk or usher will advise counsel if and when the meeting with the judge will take place.
3. Where counsel seeks to see a judge in chambers, all counsel in the matter must be present. In view hereof it is not advisable for counsel to see a judge in chambers where one or more of the parties are not represented by counsel.
4. It is not necessary for counsel who appears in a trial allocated to a particular judge, to see that judge in chambers prior to the commencement of the trial, other than for the purpose of introducing themselves to the judge, if they have not already done so.

CHAPTER 14

Judges' clerks

1. The duties of judges' clerks are set out in a manual which is made available to each judge's clerk on his or her appointment.
2. The judges' clerks must familiarise themselves with their functions as set out in the practice manual.
3. Court orders must be carefully and correctly noted by the judges' clerks on the court file. If a draft order is made an order of court, judges' clerks must staple the draft order onto the inside of the front cover of the court file. If the draft order provides for the postponement of the matter or for the extension of a *rule nisi*, the date to which the matter is postponed or the extended return date must be noted on the court file.
4. If a judge has marked a judgment as reportable the judge's clerk must hand a printed copy and an electronic copy of the judgment to the head librarian. The head librarian will arrange for the reporting of the judgment. The indication on the judgment that it is reportable must be signed in original on the copy of the judgment handed to the head librarian.
5. If a judge has marked a judgment as being of interest to other judges, a printed copy thereof bearing such indication signed by the judge in original must be handed by the judge's secretary to the head librarian. The head librarian will arrange for the distribution of the judgment to the judges of the division.
6. The judges' clerk must hand a copy of every printed and signed judgment of his/her judge to the head librarian who shall compile and retain an electronic collection of all judgments delivered in the South Gauteng High Court (Johannesburg), once such judgments have been printed and signed by the judges.
7. When a judge is sitting in the trial court and a matter has been allocated to the judge, the relevant judge's clerk must notify the clerk of the Deputy Judge President by e-mail-
 - 7.1 immediately after the hearing of the matter has been concluded;
 - 7.2 whilst the matter continues, on adjournment each afternoon, that the matter will continue the next morning;
 - 7.3 the estimated further duration of the matter.

The e-mail must also contain the name of the judge hearing the matter, the parties' names and the case number.

CHAPTER 15

Opening of court files

1. Papers which commence a proceeding (including an appeal and a rule 43 application) must be accompanied by an "opening sheet" which will facilitate the registration of the proceedings by the registrar of the court. The "opening sheet" must follow the format of annexure " " hereto and must contain the information required thereto.
2. If the parties or any one of them in the proceedings is a natural person, the parties' surnames must precede the parties' given names in the opening sheet and in all subsequent pleadings, affidavits and documents relating to the proceedings.
3. Each proceeding is allocated a distinctive case number by the registrar in all proceedings. Except for appeals, the distinctive number follows the reference to the year in which the proceeding was registered (e.g. 2008/7235). In appeals the procedure is reversed and the distinctive number precedes the reference to the year in which the proceeding was registered (e.g. 2008/7235).
4. An application for leave to appeal retains the case number of the matter in which leave to appeal is sought.

ANNEXURE TO CHAPTER 15

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

Case No.:

In the matter:

Applicant

and

(The form must be adapted depending on the nature of the matter)

CHAPTER 16

Standard order

1. To facilitate the printing of the court orders certain standard orders have been devised. Where practical practitioners should seek relief in terms of the standard orders.
2. Any deviation from the standard order must be motivated either in the court papers or by counsel at the hearing of the matter.
3. The standard orders that are annexed hereto are-
 - 16.1 Default judgment granted by registrar
 - 16.2 Summary judgment
 - 16.3 Provisional sentence
 - 16.4 Default judgment by court
 - 16.5 Absolution from the instance
 - 16.6 Edictal citation
 - 16.7 Substituted sentence
 - 16.8 Rule 43
 - 16.9 Divorce with settlement agreement
 - 16.10 Divorce without settlement agreement
 - 16.11 Post nuptial registration of a contract
 - 16.12 General order for discovery
 - 16.13 Agreement of settlement
 - 16.14 *Rule nisi*
 - 16.15 Restrictive conditions on land
 - 16.16 Unallocated order
 - 16.17 Provisional sequestration
 - 16.18 Final sequestration
 - 16.19 Rehabilitation
 - 16.20 Surrender
 - 16.21 Provisional liquidation
 - 16.22 Final liquidation
 - 16.23 Discharge of provisional sequestration or liquidation
 - 16.24 Section 311
 - 16.25 Judicial Management
 - 16.26 Leave to appeal
 - 16.27 Order on appeal
 - 16.28 Order in terms of Rule 39 (22)
 - 16.29 Admission of translator

16.1 DEFAULT JUDGMENT GRANTED BY THE REGISTRAR

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record and having considered the matter:-

DEFAULT JUDGMENT is granted against the _____ for:

1. Payment of the sum of
2. Interest
- 3.
4. The following property is declared executable:

BY THE COURT

REGISTRAR

16.2 SUMMARY JUDGMENT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

SUMMARY JUDGMENT is granted against the _____ for:

1. Payment of the sum of
2. Interest on the sum of at the rate of per annum from to date of payment
3. Costs of suit

BY THE COURT

REGISTRAR

16.3 PROVISIONAL SENTENCE

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

PROVISIONAL SENTENCE is granted against the Defendant for:

1. Payment of the sum of
2. Interest on the sum of at the rate of per annum from to date of payment
3. Costs of suit
4. The following property is declared executable:

BY THE COURT

REGISTRAR

16.4 DEFAULT JUDGMENT BY COURT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

DEFAULT JUDGMENT is granted against the Defendant for:

1. Payment of the sum of

2. Interest on the sum of at the rate of per annum from to date of payment
3. Costs of suit

BY THE COURT

REGISTRAR

16.5 ABSOLUTION FROM THE INSTANCE

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

THE COURT ORDERS THAT:

1. Absolution from the instance be granted to the Defendant
2. The Plaintiff is ordered to pay the costs of the action

BY THE COURT

REGISTRAR

16.6 EDICTAL CITATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

THE COURT ORDERS THAT:

1. Leave is granted to the applicant to sue the abovementioned respondent by way of edictal citation for the following relief:-
2. The citation must be served on the respondent
3. The respondent is to be afforded (days) within which to enter appearance to defend
4. The costs of this application are to be costs in the cause.

BY THE COURT

REGISTRAR

16.7 SUBSTITUTED SERVICE

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

THE COURT ORDERS THAT:

1. Leave is granted to the applicant to serve the summons in which the applicant claims:
 - 1.1
 - 1.2by way of substituted service
2. Service of the summons must be effected by
3. The respondent is to be afforded (days) within which to enter appearance to defend.
4. The costs of this application are to be costs in the cause.

BY THE COURT

REGISTRAR

16.8 RULE 43

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

THE COURT ORDERS THAT:

1. is ordered to pay maintenance to in the amount of R..... per month.
2. (a) is awarded care and primary residence of the minor children born out of the marriage.
(b) shall be entitled to reasonable contact to the said minor children, which access shall include:-
(i)
(ii)
- (c) is ordered to pay maintenance to in respect of the aforesaid minor children in the amount of R..... per month per child.
3. is ordered to make a provisional contribution to legal costs pendent elite in monthly instalments in the amount of R.....
4. The payments referred to above will commence on or before the day of 200..... and shall thereafter be made on or before the day of each succeeding month.
5. The costs of this application are to be costs in the cause.

BY THE COURT

REGISTRAR

16.9 DIVORCE WITH SETTLEMENT AGREEMENT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The marriage between the Plaintiff and Defendant is dissolved.
2. The Deed of Settlement (marked " ") is hereby made an order of Court.

BY THE COURT

REGISTRAR

16.10 DIVORCE WITHOUT SETTLEMENT AGREEMENT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The marriage between the Plaintiff and Defendant is dissolved.

2. is awarded care and primary residence of the minor children
3. The other parent shall be entitled to reasonable contact to the said children which contact shall include:
4. is ordered to pay maintenance to in the amount of per month.
5. is ordered to pay maintenance in respect of the minor children at the rate of
6. The Defendant is ordered to pay the costs of the action.

BY THE COURT

REGISTRAR

16.11 POST NUPTIAL REGISTRATION OF A CONTRACT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

FIRST APPLICANT

and

SECOND APPLICANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The applicants are given leave to effect the execution and registration of a notarial contract, a draft whereof is annexed to the application, which contract will after registration thereof regulate their matrimonial property system;
2. The Registrar of Deeds is authorised to register the said notarial contract;
3. This order -
 - 3.1 will lapse if the notarial contract is not registered by the Registrar of Deeds within two months of the date of the granting of this order;
 - 3.2 will not prejudice the rights of any creditor of the applicants as at date of registration of the contract.

BY THE COURT

REGISTRAR

16.12 GENERAL ORDER FOR DISCOVERY

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. shall make discovery of the following documents on affidavit within from the date of the granting of this order;
2. The costs of this application are to be paid by

BY THE COURT

REGISTRAR

16.13 AGREEMENT OF SETTLEMENT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED:-

1. THAT the Agreement of Settlement marked "X" is made an order of court.

BY THE COURT

REGISTRAR

16.14 RULE NISI

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. A *rule nisi* is issued calling upon the respondent to show cause on Tuesday day of (month and year) 9:30 or so soon thereafter as the matter may be heard why an order should not be made in the following terms:-
 - 1.1
 - 1.2
 - 1.3
2. Pending the return day the respondent is interdicted from:
 - 2.1
 - 2.2

BY THE COURT

REGISTRAR

16.15 RESTRICTIVE CONDITIONS ON LAND

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. A *rule nisi* is issued calling on any interested persons who may choose to do so, to object either by letter received by the Registrar before....., or by personally or through counsel appearing in court on at 09:30 against the granting of the following order:-
 - 1.1
 - 1.2
 - 1.3
2. Any person who has a right which may be affected is entitled to object to the granting of such an order, and may do so without incurring liability for costs. If he opposes by writing a letter to the Registrar, the objector must state the objector's full names, identity number and address and describe the property or right which will be affected by the grant of the order.
3. The order sought will be the following effect:

The papers in this matter are open for inspection without charge at the office of the Registrar, High Court, Von Brandis Square, Prichard Street, Johannesburg, and at the offices of applicant's attorney:-
Messrs.
of
5. Service is to be effected:-
 - 5.1 by the despatch of a copy of the order by prepaid post before to the following persons -
at the addresses set out alongside their names.
6. A copy of the order, in two official languages, is to be exhibited on a prominent part of the public notice board at the office of the for a period of four weeks from
7. Copies of the order in two official languages are to be exhibited at conspicuous places

at

BY THE COURT

REGISTRAR

16.16 UNALLOCATED ORDER

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

BY THE COURT

REGISTRAR

16.17 PROVISIONAL SEQUESTRATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING READ the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The estate of the respondent is placed under provisional sequestration.
2. The respondent and any other party who wishes to avoid such an order being made final, are called upon to advance the reasons, if any, why the court should not grant a final order of sequestration of the said estate on the day of at 09:30 or as soon thereafter as the matter may be heard.
3. A copy of this order is must forthwith be served:
 - 3.1 on the respondent personally, if any;
 - 3.2 on the employees of the respondent, if any;
 - 3.3 on all trade unions of which the employees of the respondent are members, if any;
 - 3.4 on the Master; and
 - 3.5 on the South African Revenue Service.
4. The costs of this application are costs in the sequestration of the respondent's estate.

BY THE COURT

REGISTRAR

16.18 FINAL SEQUESTRATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The estate of the respondent is placed under final sequestration.

BY THE COURT

16.19 REHABILITATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the application of:-

APPLICANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

The abovementioned applicant be and is hereby rehabilitated.

BY THE COURT

REGISTRAR

16.20 SURRENDER

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the application of:-

APPLICANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

The surrender of the estate of the Applicant is accepted as insolvent and the estate is placed under sequestration in the hands of the Master of the High Court.

BY THE COURT

REGISTRAR

16.21 PROVISIONAL LIQUIDATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The above mentioned respondent is hereby placed under provisional winding up;
2. All persons who have a legitimate interest are called upon to put forward their reasons why this court should not order the final winding up of the respondent on at 09:30 am or so soon thereafter as the matter may be heard;
3. A copy of this order be served on the respondent at its registered office, unless he application was made by it;
4. A copy of the order be published forthwith once in the *Government Gazette*;
5. A copy of this order be forthwith forwarded to each known creditor by prepaid registered post or by electronically receipted telefax transmission;
6. A copy of the provisional winding-up order must be served on:
 - (a) every trade union referred to in subsection (2);
 - (b) the employees of the respondent by affixing a copy of the application to any notice board to which the employees have access inside the respondent's premises, or if there is no access to the premises by the employees, by affixing a copy to the front gate, where applicable, failing which to the front door of the premises from which the debtor conducted any business at the time of the presentation of the application;
 - (c) the South African Revenue Service; and
 - (d) the respondent, unless the application was made by it.

BY THE COURT

REGISTRAR

16.22 FINAL LIQUIDATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. That the above mentioned respondent is hereby placed under final winding up.

BY THE COURT

REGISTRAR

16.23 DISCHARGE OF PROVISIONAL SEQUESTRATION OR LIQUIDATION

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The order of provisional is set aside.
2. The *rule nisi* is discharged.

BY THE COURT

REGISTRAR

16.24 SECTION 311

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED:

1. That a meeting in terms of section 311 (1) of the Companies Act, 61 of 1973 (the Act) of:
 - 1.1 the secured creditors;
 - 1.2 the preferred creditors; and
 - 1.3 the concurrent creditors.
 be convened by the chairperson for the purpose of considering by way of casting votes the acceptance, with or without modification, of the Offer of Compromise which is an Annexure to the application.
2. That or in the event of unavailability is appointed as Chairperson of the said meeting with power to determine the date and place of the meeting and to adjourn the meeting when it appears to be appropriate.
3. That the chairperson shall comply with part of the Practice Manual and enrol the matter for finalisation on
4. That a creditor who desires to make use of proxy should use the prescribed form
5. That to entitle him to vote a creditor who did receive the documents sent by the chairperson, must lodge each in a form which complies with section 366 (1) (a) of the Companies Act, 1973 with the chairperson at his office not later than 24 (twenty four) hours before the meeting.
6. That a creditor who did not receive such papers may become entitled to vote if he, before the commencement of the meeting, hands to the chairperson an affidavit in which he confirms that he did not receive those papers and that he is a creditor, stating the amount and the nature of his claim.

7. That during normal business hours, a creditor is entitled, free of charge, to inspect a copy of the application, of the said offer of compromise, and of the list statement in terms of section 312 (1) and 312 (2) of the said Act, at the office of the chairperson (namely) and there to obtain a free copy of the required proxy.
8. That the chairperson shall post to any creditor who so requests a copy of the statement in terms of section 321 (1) and 321 (2).

BY THE COURT

REGISTRAR

16.25 JUDICIAL MANAGEMENT

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED:-

1. That the respondent is hereby placed under provisional judicial management in terms of Act [61 of 1973](#).
2. That while this order is in force the respondent is under judicial management, subject to the supervision of the Court, of a provisional judicial manager or managers appointed by the Master.
3. That as from today any other person or persons vested with the management of the respondent's affairs be divested thereof.
4. That the provisional judicial manager or managers discharge the duties prescribed by section 430 of Act [61 of 1973](#).
5. That the provisional judicial manager or managers appointed by the Master be empowered without the authority of the shareholders but subject to the authority of creditors and the Master to borrow money with or without security on behalf of the respondent for the purpose of paying essential running expenditure in and about the business of the respondent including salaries, wages and premises rental for business required by the respondent and to pledge the credit of the respondent for any goods or services required.
6. That while the respondent is under provisional judicial management all actions, proceedings, the execution of all writs, summonses and other processes against the respondent be stayed and be not proceeded with without leave of this Court being obtained.
7. That the rate of remuneration of the provisional judicial manager or managers be fixed by the Master in accordance with the services rendered and disbursements incurred, or should the Master so request, the said rate of remuneration shall be fixed by the Court after the Master has reported thereon.
8. That a *rule nisi* is hereby issued calling upon all persons concerned to appear and to show cause, if any, to this Court on
 - 8.1 why a final judicial management order should not be granted;
 - 8.2 why the following directions should not be included in the said order-
 - 8.2.1 that the management of the respondent shall vest, subject to the supervision of the Court, in the final judicial manager or managers.
 - 8.2.2 that the provisional judicial manager or managers shall forthwith hand over all matters, and account for his or their administration of the property, business and affairs of the respondent to the final judicial manager or managers;
 - 8.2.3 that the provisional judicial manager or managers may be discharged from their duties, but that he or they remain obliged to account to the final judicial manager or managers as aforesaid, and to the Master;
 - 8.2.4 that the provisions of Paragraph 5, 6 and 7 hereof, should apply *mutatis mutandis*;
 - 8.2.5 that the final judicial manager or managers discharge the duties prescribed by section 433 of Act [61 of 1973](#);
 - 8.3 and why the costs of this application should not be costs in the judicial management.
9. That this order be published forthwith in each of the *Government Gazette* and newspaper.
10. That a copy of this order be sent by prepaid registered post to the known creditors of the respondent.
11. That service of this order be effected upon the at its registered office.

BY THE COURT

REGISTRAR

16.26 LEAVE TO APPEAL

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

APPLICANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. Leave to appeal is granted.
2. Leave is granted to appeal to the Supreme Court of Appeal/the Full Court of this division.
3. The costs of this application are costs in the appeal.

BY THE COURT

REGISTRAR

16.27 ORDER ON APPEAL

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:

APELLANT

and

RESPONDENT

HAVING read the documents filed of record, heard counsel and having considered the matter.

IT IS ORDERED THAT:

1. The appeal is upheld/dismissed
2. The order of the court a quo is set aside and substituted with the following order:
(Set out order if the appeal is upheld)
3. The respondent/appellant is ordered to pay the costs of the appeal.

BY THE COURT

REGISTRAR

16.28 ORDER IN TERMS OF RULE 39 (22)

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the matter between:-

PLAINTIFF

and

DEFENDANT

HAVING read the documents filed of record, heard counsel and having considered the matter:-

IT IS ORDERED THAT:-

1. The matter is transferred to the magistrate court for the area in terms of Rule 39 (22).
2. The costs incurred to date are costs in the cause.

BY THE COURT

REGISTRAR

16.29 ADMISSION OF TRANSLATOR

IN THE SOUTH GAUTENG HIGH COURT, JOHANNESBURG

CASE NO.:

PH NO.:

BEFORE THE HONOURABLE JUDGE

In the *Ex Parte* application of:-

APPLICANT

HAVING read the documents filed of record, heard counsel and having heard the application:-

IT IS ORDERED THAT:-

1. The proper officer places the name of the applicant on the roll of translators for translations from to and from to

BY THE COURT

REGISTRAR

CHAPTER 17

Ushers

1. The standards that are expected of ushers in the performance of their court duties as described in that job description are set out hereunder.
2. While in attendance in court, ushers should be neatly and appropriately dressed. The appropriate dress code is the following:
 - 2.1 Male ushers should be dressed in shoes, socks, dark long trousers, white shirt with buttoned collar, and a sober tie.
 - 2.2 Female ushers should be dressed in shoes, dark skirt or long trousers, and a white, collared blouse.
 - 2.3 All ushers are required to wear a black gown which must be in a proper state of repair. Gowns are issued by the registrar, and each usher is responsible to ensure that the gown remains in his possession, and is properly cared for. If a gown is lost, the usher concerned will be responsible for the cost of replacement. If a gown becomes unduly worn, it must be returned to the registrar, and will be replaced.
3. Ushers must adhere to the duty roster issued by the registrar unless a departure from the roster has been arranged with the chief registrar. A copy of the roster for the week will be circulated to all judges at the commencement of the working week.
4. The working hours of ushers are from 8h00 am to 4h15 pm, and they should make their transport arrangements accordingly. Working hours may not be altered without prior arrangement with the chief usher and the judge concerned.
5. An usher will present himself or herself at the chambers of the judge to whom he or she has been allocated at 09h30 am each day in order to determine what may be required of him or her in order to ensure that the court commences at 10h00 am. The usher will thereafter attend the court concerned. Once the court is ready to convene he or she will report at the chambers of the judge concerned in sufficient time to enable the court to convene at 10h00 am. If a court is not ready to convene by 10h00 am the usher will immediately report the fact to the judge concerned.
6. Ushers will remain in court, and will remain alert, throughout the court session.
7. An usher who has been allocated to perform duties in two courts must inform the clerks of both judges accordingly. If the usher is performing duties in a trial court and in an appeal court, the usher is required to remain in attendance at the trial court, unless specific arrangements to the contrary have been made by the judges concerned, and conveyed to the usher.
8. If the court session has not been completed by 3h55 pm, the usher may leave the court at that time in order to complete his or her other duties before the end of the working day.
9. Ushers must at all times conduct themselves in a manner which enhances the dignity of the court which they serve. Ushers are also entitled to be treated with due dignity by clerks and judges alike. Any complaint that an usher might have in that regard should be reported to the chief usher, who will deal with the matter accordingly.

ANNEXURE

Notice of Scheme Meeting

In the *Ex Parte* application of

XYZ Limited (Registration number 05/30021/06) Applicant

Under authority of an Order of the South Gauteng High Court, Johannesburg ("the Court") issued in the above matter on 11 January 2000, this notice serves to convene a meeting of shareholders of the applicant, other than ZYX, who are registered as such at the close of business on Thursday, 17 January 2000 ("the scheme members").

The meeting will be held at 10h00 on Friday, 25 January 2000, at . . . , Johannesburg. (Mention ONE person only) . . . has been appointed by the Court as chairperson and the chairperson's offices are at . . . (state that chairperson's address).

The purpose of the meeting is to consider and, if deemed fit, to agree (with or without modification) a scheme of arrangement. **Its basic characteristic is that, subject to the fulfilment of certain conditions precedent which are stated in paragraph Z of the scheme, XYZ will take over all shares of scheme members who are registered members on 17 January 2000, at a price of R qqg per share which is payable on 1 March 2000.**

A copy of the scheme, the statement in terms of section 312 (1) of the Companies Act, 1973, which explains the scheme, this notice, the approved form of proxy, and the Order of Court convening the scheme meeting have been sent to the scheme members. A scheme member may, during normal business hours, inspect or obtain a copy of those documents free of charge at . . . and at the said office of that chairperson.

Each scheme member may personally or through proxy attend, speak and vote at the meeting. An acceptable proxy, duly signed, must be received at the chairperson's office not later than 10h00 on Thursday, 24 January 2000 or be handed to the chairperson more than 10 (ten) minutes before the time for commencement of the meeting.

The Order of Court requires the chairperson to report on the meeting to the above Honourable Court at 10h00 or so soon thereafter as counsel may be heard on Tuesday, 22 February 2000. During normal business hours in the week preceding that date a free copy of the chairman's report to court will be available to any scheme member at the chairperson's office.

B G D, address, Applicant's Attorneys

Footnotes

- 1 *Standard Bank of South Africa Ltd v Hand* [2012 \(3\) SA 319](#) GSJ para 5.
- 2 *Swissborough Diamond Mines v Government of the Republic of South Africa* [1999 \(2\) SA 279](#) (T).
- 3 *Standard Bank of South Africa Ltd v Gordon and Others* [2011] JOL 27838 (GSJ).
- 4 *ABSA Bank Ltd v Studdard and Another* [2012] JOL 28604 (GSJ).
- 5 *Absa Bank Ltd v Janse van Rensburg and Another, ABSA Bank Ltd v Maree and Another* (16071/12, 16815/12) [2012] ZAWCHC 238 (24 December 2012).
- 6 *Standard Bank of South Africa Ltd v Bekker and Another* [2011 \(6\) SA 111](#) (WCC).
- 7 *Volkskas Bank Ltd v Wilkinson and Three Similar Cases* [1992 \(2\) SA 388](#) (C).
- 8 *Standard Bank of South Africa Ltd v Saunderson and Others* [2006 \(2\) SA 264](#) (SCA).
- 9 *Nedbank Ltd v Jessa and Another* [2012 \(6\) SA 166](#) (CC).
- 10 *Standard Bank v Dawood* [2012 \(6\) SA 151](#) (WCC).
- 11 *Nedbank Ltd v Mortinson* [2005 \(6\) SA 462](#) (W).
- 12 *Firststrand Bank of South Africa Ltd v Folscher and Another* [2011 \(4\) SA 314](#) (GNP)
- 13 *Sebola and Another v Standard Bank of South Africa Ltd and Another* [2012 \(5\) SA 142](#) (CC).
- 14 *Absa Bank Ltd v Petersen* [2013 \(1\) SA 481](#) (WCC).
- 15 *Absa Bank Ltd v Ntsane and Another* [2007 \(3\) SA 554](#) (T).
- 16 *Firststrand Bank Ltd v Maleke; Firststrand Bank Ltd v Motingoe and Another; Peoples Mortgage Ltd v Mofokeng and Another; Firststrand Bank Ltd v Mudlaudzi* (637/2009, 638/09, 09/8830, 09/8941) [2009] ZAGPJHC 41; [2010 \(1\) SA 143](#) (GSJ) (20 August 2009).
- 17 *Firststrand Bank Ltd v Powell, Firststrand Bank Ltd v Nsele and Another, Firststrand Bank Ltd v Herbst and Another* (2011/9130, 2011/20765, 2011/31969) [2012] ZAGPJHC 20 (6 March 2012).
- 18 *Rossouw and Another v Firststrand Bank Ltd* [2010 \(6\) SA 439](#) (SCA).
- 19 *ABSA Bank Ltd v Brown and Another; ABSA Bank Ltd v Van Deventer and Another* [2012] JOL 28445 (ECP).
- 20 *ABSA Bank Ltd v Mkhize and Another, ABSA Bank Ltd v Chetty, ABSA Bank Ltd v Mliphha* (4084/2012, 4115/2012, 3882/2012) [2012] ZAKZDHC 38 (6 July 2012).
- 21 *Standard Bank of South Africa Ltd v Van Vuuren and Several Other Matters* (32847/2012) [2013] ZAGPJHC 16 (26 February 2013).
- 22 *Balkind v ABSA Bank, In re ABSA Bank Ltd v Ilifu Trading 172 CC and Others* (29/2012) [2012] ZAECGHC 102 (12 December 2012).
- 23 *Nedbank Ltd v Binneman and 12 Similar cases* [2012] ZAWCHC 141 (21 June 2012).
- 24 *Absa Bank Ltd v Shaik* (09/8065) [2009] ZAGPH 58 (1 January 2009).
- 25 *Nedbank Limited v Mokhonoana* [2010 \(5\) SA 551](#) (GNP).
- 26 *Firststrand Bank Limited t/a Honda Finance v Owens* (16/2012) [2012] ZASCA 167 (23 November 2012).
- 27 *Gundwana v Steko Development and Others* [2011 \(3\) SA 608](#) (CC).
- 28 *Jaftha v Schoeman and Others; van Rooyen v Stoltz and Others* [2005 \(2\) SA 140](#) (CC).
- 29 *Absa Bank Limited v Lekuku* (32700/2013) [2014] ZAGPJHC 244 (14 October 2014).
- 30 *Standard Bank of South Africa Limited v Mokweni and Another* (Case No. 44125/2013) (17 March 2015).