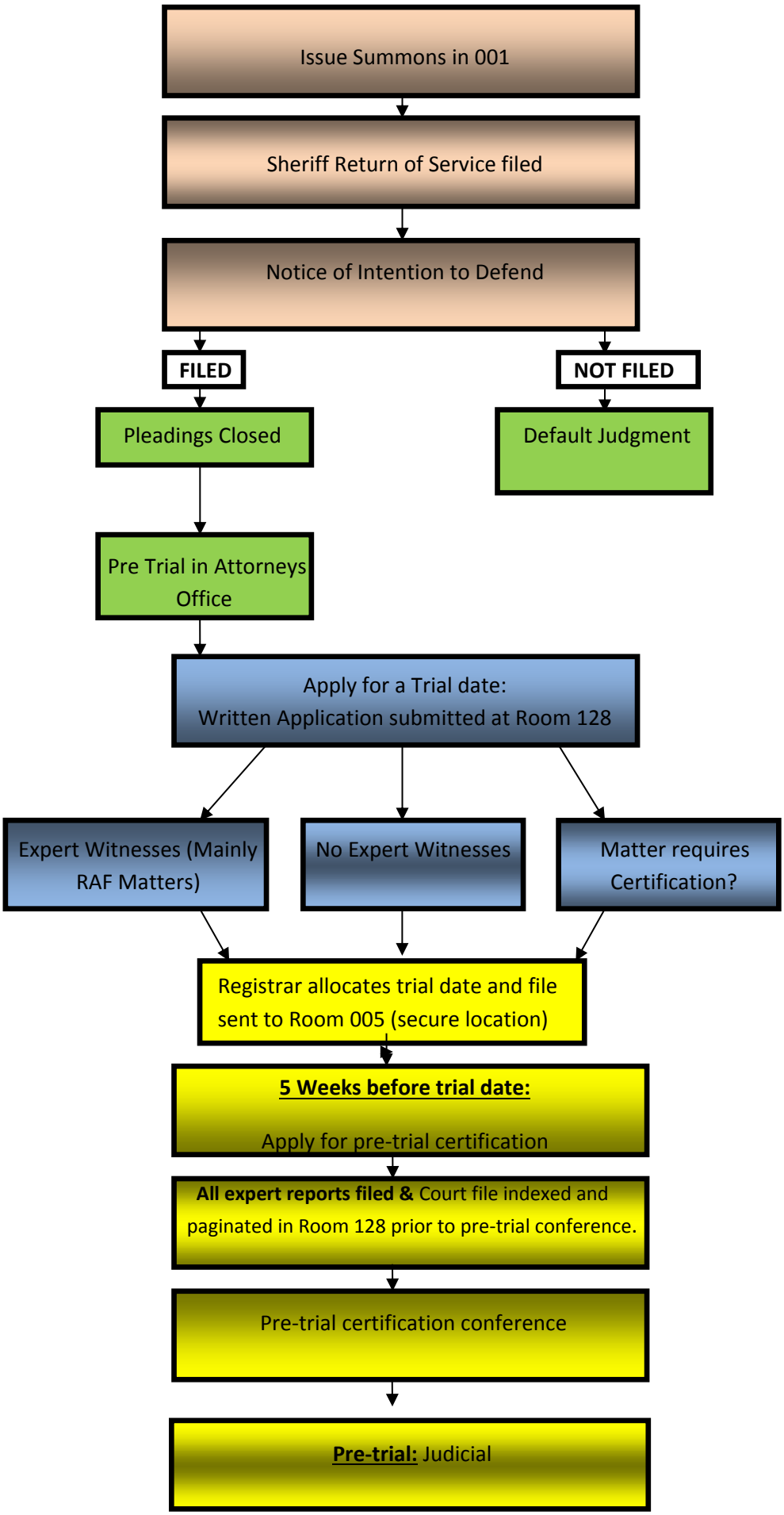
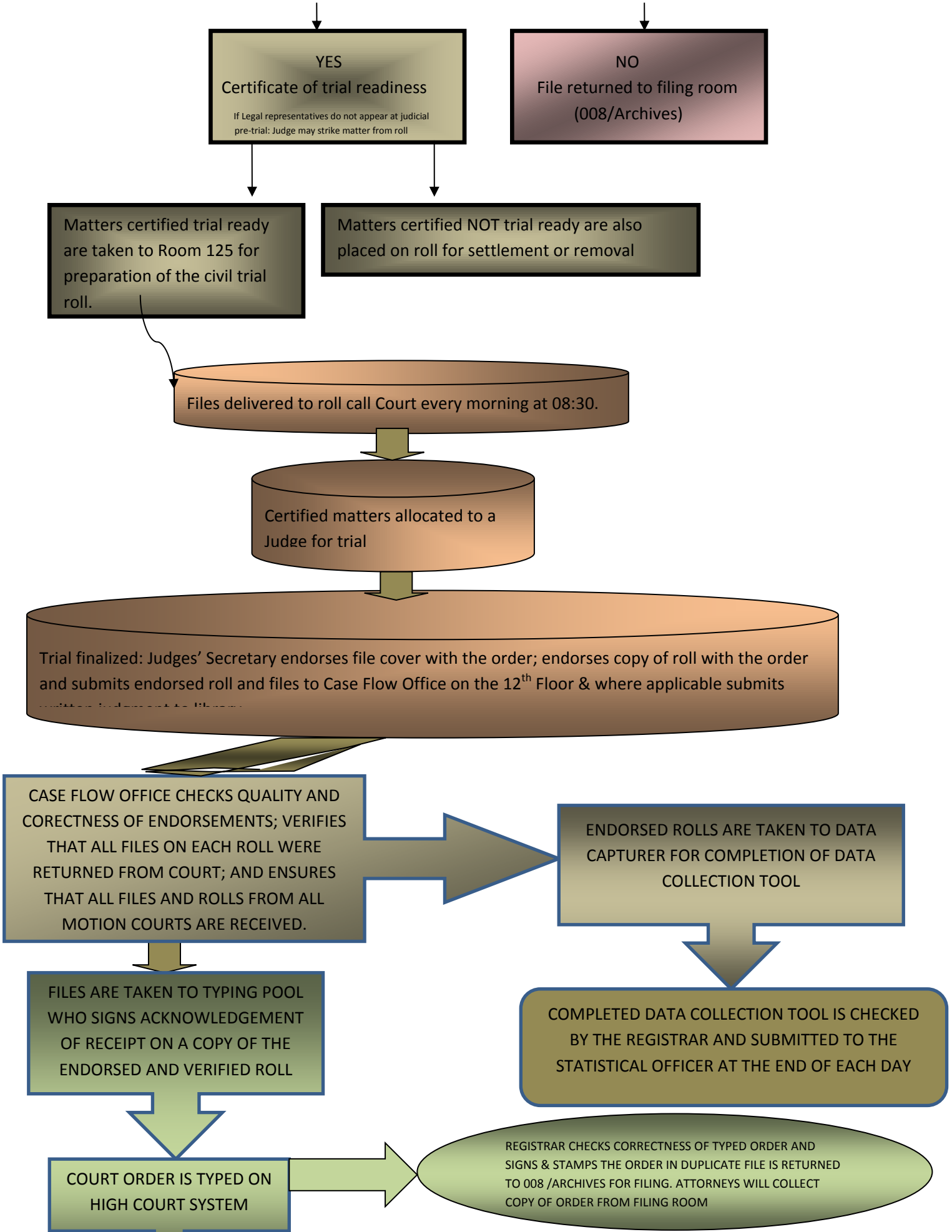
CIVIL TRIALS (Including Pre-trial conference)




YES
Certificate of trial readiness
If Legal representatives do not appear at judicial pre-trial: Judge may strike matter from roll
NO
File returned to filing room (008/Archives)
Matters certified trial ready are taken to Room 125 for preparation of the civil trial roll.
Matters certified NOT trial ready are also placed on roll for settlement or removal
Files delivered to roll call Court every morning at 08:30.
Certified matters allocated to a Judge for trial
Trial finalized: Judges' Secretary endorses file cover with the order; endorses copy of roll with the order and submits endorsed roll and files to Case Flow Office on the 12th Floor & where applicable submits
CASE FLOW OFFICE CHECKS QUALITY AND CORECTNESS OF ENDORSEMENTS; VERIFIES THAT ALL FILES ON EACH ROLL WERE RETURNED FROM COURT; AND ENSURES THAT ALL FILES AND ROLLS FROM ALL MOTION COURTS ARE RECEIVED.
ENDORSED ROLLS ARE TAKEN TO DATA CAPTURER FOR COMPLETION OF DATA COLLECTION TOOL
FILES ARE TAKEN TO TYPING POOL WHO SIGNS ACKNOWLEDGEMENT OF RECEIPT ON A COPY OF THE ENDORSED AND VERIFIED ROLL
COMPLETED DATA COLLECTION TOOL IS CHECKED BY THE REGISTRAR AND SUBMITTED TO THE STATISTICAL OFFICER AT THE END OF EACH DAY
COURT ORDER IS TYPED ON HIGH COURT SYSTEM
REGISTRAR CHECKS CORRECTNESS OF TYPED ORDER AND SIGNS & STAMPS THE ORDER IN DUPLICATE FILE IS RETURNED TO 008 /ARCHIVES FOR FILING. ATTORNEYS WILL COLLECT COPY OF ORDER FROM FILING ROOM