Judge President D Mlambo
Gauteng Division of the High Court
Private Bag x 67, Pretoria, 0001
Cnr Paul Kruger & Madiba Streets, Pretoria, 0002

E-FILING QUICK REFERENCE GUIDE

CASELINES SYSTEM

1. HELP DESK

If you are struggling with any navigation of the system or require technical support, please do not hesitate to contact us and one of our friendly consultants will assist you.

SUPPORT EMAIL ADDRESS:	efiling@judiciary.org.za

2. HOW TO REGISTER ON CASELINES?

1. Go to **sajustice.caselines.com**
2. Click on **Register**
3. Fill in the registration form and click on **Register**
4. Look out for your '**Verification Email'** in your mailbox. When it arrives, click on the link in the email to verify your account. (Please check your spam folder, as it may have diverted into this mailbox).

3. HOW TO LOGIN TO MY PROFILE?

1. Go to **sajustice.caselines.com**
2. Click on **Log on**
3. Fill in your **user name (or email address)** and **password** (which you had used to register)
4. Click on **Log on**

4. HOW TO VIEW MY CASES?

1. Go to **sajustice.caselines.com** & login
2. Click on **View Case List**
3. Search for your case in the case list
4. Click on **Review** for that case

5. LOAD DOCUMENTS INTO A CASE

1. Go to **sajustice.caselines.com** & login
2. Click on **View Case List**
3. Find your case in the case list
4. Click on **Update Case**
5. Click on **Sections**
6. Create a new section if appropriate
7. Click on **Upload Document(s)**
8. Scroll down and click on **Add Files**
9. Select the files you want to upload from your PC or Network Drive
10. Click on **Start Upload**
11. Wait for the upload to complete

6. RENAME DOCUMENTS FOR THE CASE INDEX

1. Go to **sajustice.caselines.com** & login
2. Click on **View Case List**
3. Find your case in the case list
4. Click on **Update Case**
5. Click on **Sections**
6. Click on **Update All Documents**
7. Change the details of each document as appropriate. All changes are automatically saved and reflected in the review page within a few minutes.

7. NAVIGATING MY CASE

1. Complete the instructions for **5. How to view my Cases?** above
2. In the left hand panel of the screen, click on the documents and sections that are shown

8. INVITE ANOTHER PERSON TO THE CASE

1. Go to **sajustice.caselines.com** & login
2. Click on **View Case List**
3. Find your case in the case list
4. Click on **Update Case**
5. Click on **People**
6. Click on **Invite New Participant**
7. Fill in the person's email address
8. Check that the appropriate permissions are ticked
9. Click **Invite**
10. The invited person will receive an email



9. DOWNLOAD THE BUNDLE OR INDEX FOR PRINTING

1. Go to **sajustice.caselines.com** & login
2. Click on **View Case List**
3. Find your case in the case list
4. Click on **Update Case**
5. Click on **Bundles**
6. Click on **Download**
7. Choose an option to download the complete bundle, a section from the bundle or just the index. Download the index in Web, Word or Spreadsheet format.

10. ADD A NOTE

1. Complete the instructions for **5. How to view my Caselist?** and **8. Navigate my Case** above
2. At the top of the web page, click on **NOTES**
3. Click on **Draw a Box, Draw a Filled Box, Highlight Text or Draw Freehand**
4. **Drag** your mouse across an area of a page, holding down the left hand mouse button
5. Type in your comment
6. Select the **privacy level** for the comment
7. Click **Save**
8. Your comment will appear in the right-hand panel and will be visible to others according to your selected privacy level

11. PRESENT IN THE COURT ROOM USING PAGE DIRECTION

1. Complete the instructions for **5. How to view my Caselist?** and **8. Navigate my Case** above
2. Find the page that you want to present to the Judge
3. At the top of the web page, click on **FIND**
4. Click on **Direct Others to Page**
5. Other people will receive a message directing them to that page

12. PRESENT IN THE COURT ROOM USING PRESENTER MODE

1. Complete the instructions for **5. How to view my Caselist?** and **8. Navigate my Case** above
2. At the top of the web page, click on **PRESENTATION**
3. Click on **Start Presentation**
4. Those people that have opted to follow you will now be directed around the evidence bundle as you move around the evidence bundle

13. FOLLOW SOMEONE USING PRESENTER MODE

1. Complete the instructions for **5. How to view my Caselist?** and **8. Navigate my Case** above
2. At the top of the web page, click on **PRESENTATION**
3. Click on **Follow Presenter**
4. Choose the person you want to follow