Dear Members,

1. Following on a meeting held by the Civil Sub-Committee of the Johannesburg Magistrates and Regional Courts we wish to bring the following to our members' attention:-

    a. There is currently work in progress in respect of updated Practice Guidelines to be issued by the Johannesburg Magistrate's Court addressing, in particular, the process to be followed when dealing with, *inter alia*:-

        i. applications;
        ii. trials;
        iii. evictions;
        iv. debt review; and
        v. Section 65.

    b. Court numbers and commencement times:-

        i. COURT 25: roll call is called at 08h30; second roll call at 09h00;
        ii. COURT 26: Section 65 – 09h00;
        iii. COURT 27: Debt Review – 09h00;
        iv. COURT 28: Motion Court – 09h00;
        v. ROOM 1055 – Taxing Master.

    c. Practice Guidelines and Court rolls:-

    The Practice Guidelines and Court rolls are published on the Department's website at https://www.justice.gov.za>mcjhb. Some Practice Guidelines (Motion Court; Trial Courts; Debt Review Court; Section 65 Court and Evictions) are also found on this webpage.

    d. Service by sheriffs:-

        i. Practitioners are to peruse the returns of service to ensure the correctness thereof before submitting same to court. This will avoid unnecessary queries.

        ii. Request sheriffs when effecting service at a *domicilium* address in terms of Rule 9(3)(d) to be more descriptive in setting out details and circumstances of how the process was served, if not served on a person.

        iii. Request sheriffs when effecting service at a registered address in terms of Rule 9(3)(e) that the process can only be affixed if there is no person to accept service. If affixed, the sheriffs should indicate that there was a board with the name of the

company cited in the summons /notice of motion at the premises or other place where the document was affixed. Practitioners are requested to furnish the sheriff with a CIPC printout if instructed to serve at a registered address as confirmation that the said address is, indeed, the registered address.

e. State Attorney:-

i. The office of the State Attorney has many challenges. Many practitioners serve pleadings and notices on them via e-mail which, unfortunately, do not reach them due to technical issues and which cause delays in matters before Court.

ii. The request was made from the State Attorney's office that practitioners follow-up, telephonically, after dispatch of an email to ensure that the email was indeed received. To assist practitioners, we enclose herewith an updated list of names and contact details of the representatives at the State Attorney's office.

f. Pigeonholes:-

i. There is currently a shortage of pigeonholes.

ii. However, there are a substantial number of pigeonholes which have not been emptied for a considerable period of time and, it would seem, not being used.

iii. Practitioners are requested to notify Mr Ramolefe before close of business on **31 July 2022** at email address **eramolefe@justice.gov.za** whether your firm still make use of the pigeonhole and wish to continue to do so.

iv. Should Mr Ramolefe not receive confirmation in respect of a pigeonhole, the said pigeonhole will be reallocated to another firm.

2. Lastly, we want to encourage our members to kindly engage with our office on problems experienced / issues to be addressed to ensure that all stakeholders work together to improve the system.