CHAMBERS OF THE HONOURABLE ACTING JUDGE SWANEPOEL

P.O. BOX 442
PRETORIA
0001
TEL: 012 314 9052 / 012 492 6897
FAX: 086 293 9133
EMAIL: ZJansen@judiciary.org.za

THE HIGH COURT OF SOUTH AFRICA
GAUTENG DIVISION
PRETORIA
PALACE OF JUSTICE
CHURCH SQUARE
ROOM 226

18 June 2020

To: All Relevant Legal Practitioners

Dear Sir/Madam

UNOPPOSED MOTION APPLICATIONS BEFORE SWANEPOEL AJ FOR THE WEEK 22 - 26 JUNE 2020

As per the consolidated directive issued by the Judge President on 11 May 2020, the following procedure will apply to Unopposed Motion Applications enrolled before Swanepoel AJ during the week 22 – 26 June 2020:

[1] Only matters which have been registered on CaseLines and of which documents have been properly uploaded shall be heard, failing which it shall be removed from the roll and no costs order shall be made. If satisfactory reasons can be provided to explain why documents were not uploaded onto CaseLines, the papers may be submitted by e-mail to zjansen@judiciary.org.za. The Judge shall exercise his discretion whether or not to hear a matter not uploaded onto CaseLines.

[2] It is also required of Legal Practitioners to upload the following documents to CaseLines:

[2.1] a practice note in which an email address and cellphone number of Counsel moving the matter is provided;

[2.2] the customary draft order in Word format, including the email address and contact number of the Legal Practitioner on behalf of the applicant;

[2.3] written submissions, where deemed necessary.

No order shall be made where a draft order in Word format has not been made available to the Judge.

[3] The documents referred to in [2.1] – [2.3] above are to be uploaded to the master bundle in separate and clearly distinguished files, and on/before the following specified time periods:

[3.1] For matters enrolled on Monday 22 June, this is to be done on/before Friday 19 June at 10h00.

[3.2] For matters enrolled on Wednesday 24 June, this to be done on/before Monday 22 June at 17h00.

[3.3] For matters enrolled on Friday 26 June, this is to be done on/before Wednesday 24 June at 17h00.

[4] No consideration will be given to documents uploaded after the times stipulated in [3.1] to [3.3] above, save for exceptional reasons which must be satisfactorily explained in an affidavit. In this event, documents must be uploaded onto CaseLines ***and*** forwarded by way of email to zjansen@judiciary.org.za .

[5] A Respondent who, despite being late to do so, wishes to oppose the granting of an order, must communicate that fact by email to the Secretary of the allocated Judge and to the Applicant and otherwise comply with this directive.

[6] A Respondent who appears in person and who goes to the Court building shall make his or her presence and intention known to the Registrar, and a notice to this effect shall be placed on the Foyer notices board, indicating the Court Official who is to be approached. Counsel or Attorney for an Applicant must at once when it becomes known that there is opposition, regardless of its merits, communicate that fact to the allocated Judge.

[7] Once the Judge has worked through all the matters enrolled for a specific date, the Judge's Secretary will inform Legal Practitioners of the manner in which matters will be finalised. Counsel in those matters where queries have arisen will be contacted in order to arrange for further submissions to be made, either by way of written heads of argument or via video conferencing. For this reason, Counsel must ensure that they are telephonically available between 08h00 and 16h00 on the day of which their matters are enrolled. Where heads of argument are required, same may be forwarded via email to zjansen@judiciary.org.za. In the event that a video conference must be arranged, the Judge's Secretary will provide the Counsel with the necessary link and details to the meeting by way of email.

[8] When all the matters enrolled for a specific day have been finalised, a roll indicating the respective orders made in each matter will be forwarded to the Legal Practitioners by way of email. In matters where a draft order has been made, the draft orders will be uploaded to CaseLines once stamped and signed by the Registrar.

Kind regards

Ms Zonika Jansen
Secretary to the Honourable Acting Judge Swanepoel
High Court of South Africa
Gauteng Division, Pretoria