Private Bag X67, Pretoria 0001
2018 -04- 11
GD-PRET-004

OFFICE OF THE CHIEF JUSTICE

REPUBLIC OF SOUTH AFRICA

HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION PRETORIA

Private Bag X67, Pretoria, 0001
Tel No: (012) 315 7511

Ref/Verw: 18/10/17
Enq/Navrae: T Van Zyl
Date: 18/10/17

To: all Attorneys and Advocates

I need to bring the following to your attention in terms of the Directives in the Gauteng High Court Pretoria issued by the DJP from his division.

1. **Duplicate files**

If a file is not available in our Archives, the following arrangement is in place:

1. An affidavit needs to be made with the following info:

2. Why the file is not available in our Archives

3. The full history of the matter

4. Proof of slip that proves that request of file /s has been done, before the duplicate file can be opened in room 7.40

Closing time of Civil matters and time frame as to when files needs to be in room 7.40

According to the Directive issued from 30 October 2016:

1. Files needs to be drawn from our Archives at least 3-5 days before the Trial date.

2. The Roll closes at 12hoo 2 days prior to the hearing of the matter

The Clerks and the Messengers needs to draw the file well on time to have it indexed and paginated.

If the Clerks only do the drawing and indexing on the day that the Roll closes, the will not be ready by 12h00 noon.

It is strongly advisable to do it in the 5-3 day period before the closing of the Roll with in a period of 2 days at 12h00.

According to the Directive, all matters must have a Practise Note stapled on the left side of the file.

2. Civil Trial Matters Postponements

If the matte is postponed in court to another date. The Advocate needs to uplift the file and bring it to room 7.40 in order for me to have it enrolled to the postponed date, and a new Practise Note needs to be filled.

3. Matters on Draft Order Roll

I need the following:

1. Court File,

2. Letter from the Defendant's Attorney to the effect the matter is settled,

3. A draft Order

4. One set of pleadings.

No matter can be places on the Draft Order Roll without compliance

If the matter is before court and can only be settled on another date, a file may be uplifted and brought to my office room 7.40 to be placed on the Draft Order Roll once it is settled.

4. Removal of Matters from the Trial Roll

1. Please ensure that the date of the matter is on the Notice of Removal, from the Trial Roll.

2. Please file those Trial Matter Removals in room 7.40

3. Properly instruct your Clerks or Messengers to file the Notices

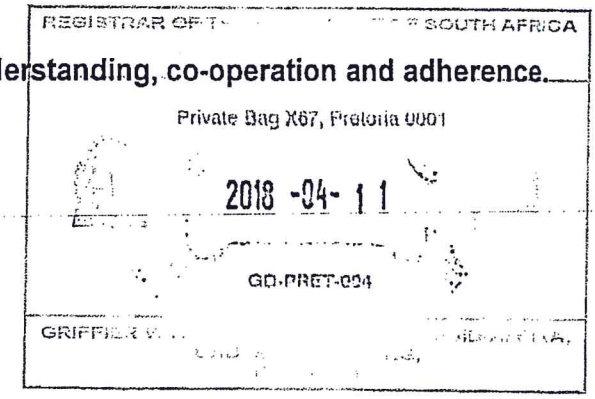
4. The Notices needs to be filled well on time

5. Giving Notices a Trial Date

Once a date has been issued, the Notice of the Set Down needs to be served to the Defendants Attorney as soon as possible, within 7 days or soon thereafter.

My request to the Attorneys is to please adhere to the Directives and comply thus assisting with the smooth running of the daily Roll Call in the mist of the high volume of the Roll

Thanking you in advance for your understanding, co-operation and adherence.



Registrar

T VanZyl