

OFFICE OF THE DEPUTY JUDGE PRESIDENT

(HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, JOHANNESBURG)
OFFICE 1210

Telephone number: 010 494 8491
e-mail address: Secretarydjp@judiciary.org.za / LTulleken@judiciary.org.za

---

N O T I C E

TO:

1. **Chief Registrar, Gauteng Division, Johannesburg**
2. **Legal Practice Council – Gauteng**
3. **Law Society of South Africa**
4. **Gauteng Family Law Forum**
5. **Gauteng Attorneys Association**
6. **Pretoria Attorneys Association**
7. **Johannesburg Attorneys Association**
8. **West Rand Attorneys Association**
9. **South African Black Women in Law**
10. **National Association of Democratic Lawyers**
11. **Black Lawyers Association**
12. **South African Women Lawyers Association**
13. **South African Medical Malpractice Lawyers Association**
14. **Personal Injury Plaintiff Lawyers Association**
15. **South African Medico-Legal Association**
16. **Office of the Director of Public Prosecutions, Pretoria and Johannesburg**
17. **Office of the State Attorneys, Pretoria and Johannesburg**
18. **Solicitor General**
19. **Office of the Family Advocate, Pretoria and Johannesburg**
20. **Legal Aid South Africa**
21. **Johannesburg Society of Advocates**
22. **Pretoria Society of Advocates**
23. **Gauteng Society of Advocates**
24. **Pan African Bar Association of South Africa**
25. **General Council of the Bar of South Africa**
26. **National Bar Council of South Africa**
27. **South African Bar Association**

28. **National Forum of Advocates**
29. **North Gauteng Association of Advocates**
30. **Church Square Association of Advocates**
31. **Advocates for Transformation**
32. **Legal Division of the Department of Health: Gauteng**
33. **Legal Division of the Department of Sport, Arts, Culture and Recreation**
34. **Gauteng Department of Agriculture and Rural Development**
35. **Legal Services - Gauteng Provincial Department of Education**
36. **Gauteng Society of Advocates**

DATE : 24 April 2023

RE : **CIVIL TRIAL PRACTICE NOTES REFERRED TO IN PARAGRAPHS 75 TO 77 OF THE JUDGE PRESIDENT'S PRACTICE DIRECTIVE DATED 08 JULY 2022**

With effect from Monday, 15 May 2023, the practice notes prepared by the parties in civil trial matters as referred to in paragraphs 75 to 77 of the Judge President's Practice Directive 02 of 2022 dated 08 July 2023 and submitted by the parties not earlier than 07 court days and not later than 05 court days must be in the format below.

Yours faithfully

Dictated by the Deputy Judge President
Electronically transmitted, therefore no signature

_____
ROLAND SUTHERLAND
DEPUTY JUDGE PRESIDENT

IN THE HIGH COURT OF SOUTH AFRICA
GAUTENG DIVISION, JOHANNESBURG

CASE NO:

In the matter between:

PLAINTIFF

And

DEFENDANT

PRACTICE NOTE

Number on Court Roll	
Attorney for Plaintiff	Name of Firm:
	Name of Attorney:
	Reference Number:
	Telephone Number and/or cell phone number:
	E-mail address:
Counsel for Plaintiff	Name:
	Telephone Number and/or cell phone number:
	E-mail address:
	*If counsel for Plaintiff is not known to the person compiling the practice note, please make inquiries as to who is briefed
Attorney for Defendant	Name of Firm:
	Name of Attorney:
	Reference Number:
	Telephone Number and/or cell phone number:
	E-mail address:
Counsel for Defendant	Name:
	Telephone Number and/or cell phone number:
	E-mail address:
	*If counsel for Defendant is not known to the person compiling the practice note, please make inquiries as to who is briefed
Nature of Matter	Brief Description

Issues Not In Dispute	
Issues in Dispute	
Separation of Issues	
Postponement	Is the matter expected to be postponed?
Pre-trial conference	Yes/No
	Date of Pre-trial Conference
Pre-trial Minutes Registered/Filed	Yes/No
	Date when minutes registered/Filed:
Estimated duration	
Is Judge Required to Read Papers	Yes/No
Urgency	Yes/No
Witnesses	Expert Witnesses: Yes/No
	How many?
	Lay Witnesses: Yes/No
	How many?
Interpreter	Yes/No
Trial Ready	Yes/No
	If No, please give reason
Logistics of Trial	Physical Court: Yes/No
	Virtual Court: Yes/No If Yes, please give reason

SIGNATURE:
PLAINTIFF

SIGNATURE:
DEFENDANT

PLEASE DO NOT APPEND ANY ATTACHMENTS TO PRACTICE NOTE

IN THE HIGH COURT OF SOUTH AFRICA
GAUTENG DIVISION, JOHANNESBURG

CASE NO:

In the matter between:

PLAINTIFF

And

DEFENDANT

PRACTICE NOTE (THIRD-PARTY CLAIM (ROAD ACCIDENT FUND, PRASA, MEC FOR HEALTH, MINISTER OF POLICE)

Number on Court Roll	
Attorney for Plaintiff	Name of Firm:
	Name of Attorney:
	Reference Number:
	Telephone Number and/or cell phone number:
	E-mail address:
Counsel for Plaintiff	Name:
	Telephone Number and/or cell phone number:
	E-mail address:
	*If counsel for Plaintiff is not known to the person compiling the practice note, please make inquiries as to who is briefed
Attorney for Defendant	Name of Firm:
	Name of Attorney:
	Reference Number:
	Telephone Number and/or cell phone number:
	E-mail address:
Counsel for Defendant	Name:
	Telephone Number and/or cell phone number:
	E-mail address:
	*If counsel for Defendant is not known to the person compiling the practice note, please make inquiries as to who is briefed
Claims Handler	Name of Claims Handler:
	Telephone Number and Cell Phone Number
	E-mail address:
	*If the identity of the claims handler is not known by the

	time of preparing the practice note, the person compiling the practice note must enquire who the claims handler will be
State Attorney assigned by the RAF (applicable to matters against the RAF)	Name of State Attorney:
	Telephone number and Cell Phone Number:
	E-mail address:
	*If the identity of the State Attorney assigned by the RAF is not known by the time of preparing the practice note, the person compiling the document must enquire from the RAF who the State Attorney will be
Nature of Matter	Brief Description
Issues Not In Dispute	
Issues in Dispute	
Separation of Issues	
Pre-trial conference	Yes/No
	If No, please provide reason
	Date of Pre-trial Conference
Pre-trial Minutes Registered/Filed	Yes/No
	Date when minutes registered/Filed:
When was the last interaction between the Plaintiff and Defendant prior to the trial date? Provide brief description of outcome of interaction	
Estimated duration	
Is Judge Required to Read Papers	Yes/No
Postponement	Is matter expected to be postponed?
Urgency	Yes/No

Witnesses	Expert Witnesses: Yes/No
	How many?
	Lay Witnesses: Yes/No
	How many?
Interpreter	Yes/No
Trial Ready	Yes/No
	If No, please give reason
Logistics of Trial	Physical Court: Yes/No
	Virtual Court: Yes/No If Yes, please give reason
Indication whether the matter proceeds by default judgment	Yes/No
Defendant's defence struck out	Yes/No
Claim for Merits	Yes/No
Claim for Quantum	Yes/No
Heads of Damages (specify)	
Expert Reports filed	Yes/No
Heads of Argument to be filed	Plaintiff: Yes/No
	If Not Yet Filed, when?
	Defendant: Yes/No
	If Not Yet Filed, when?
Joint Minutes	

SIGNATURE:
PLAINTIFF

SIGNATURE:
DEFENDANT

PLEASE DO NOT APPEND ANY ATTACHMENTS TO PRACTICE NOTE