Room 028
High Court Building
Prichard/Von Brandis Streets
Johannesburg, 2001

VAT No: 4680128560
Tel: 010 449-3023
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THE JOHANNESBURG
ATTORNEYS ASSOCIATION

15 February 2023

Dear Members,

1. Following on the High Court liaison meeting on 15 February 2023, we wish to bring the following to our members' attention:-

    a. There has been a hold on the allocation of trial dates. Matters dating back to November 2022 have not yet been allocated. This is being attended to and all allocations will be done by the end of next week, 24 February 2023. Members are requested to hold off on making enquiries with the Registrar until the end of next week.

    b. No backlogs experienced in respect of the allocation of unopposed motion dates and admission dates. The admissions have been moved back to Office 128.

    Most of the issues in respect of dates not being allocated is due to non-compliance with the Practice Directives. Members are encouraged to familiarize themselves with the Practice Directives to avoid any unnecessary delays.

    Please also ensure that you escalate enquiries to the correct departments / Registrar. The Practice Directives stipulates out how to escalate matters. An updated contact list has also been distributed. We attach it again herewith. Members are to ensure that they first escalate matters as set out on the Practice Directives before unnecessarily emailing other departments / Registrars.

    The Practice Directives also indicate that if you email a Registrar and copy all and sundry in on that email, it will be disregarded.

    To ensure that your queries are properly dealt with, please escalate queries as per the Practice Directives and thereafter to the specific department / Registrar as per the contact list.

    c. When pulling through bundles from Court Online to Caselines, make sure of the documents to select for a specific section. If you have, in error, uploaded a document on Court Online then simply do not select it when creating your bundles to ensure that it does not appear in the Judge's bundle. Documents cannot be deleted on Court Online.

    Bundles created on Court Online do not immediately appear on Caselines. Sometimes issues being experienced are, indeed, a user problem and not a system problem.

    Make sure that you regularly clear "cookies" and "cache" on your devices. This often causes problems with the Caselines functionality. Also, **do not** access Caselines directly. Always access Caselines through Court Online.

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Escalate issues to the service desk at courtonline@judiciary.org.za or telephonically. Two extra telephone lines have been allocated to alleviate the pressure on the other lines.

d. Court dates allocated on Court Online will appear on the court rolls on Court Online. There is a button / icon on Court Online for the court rolls. Matters allocated on Caselines will not appear on these court rolls. Court rolls are published on the JAA's website and also on the OCJ's website.

e. There was a new document type created for "notes" on Court Online. Type a note and save it as "Communication with Registrar". Upload the note under reviewable documents – application for dates.

f. Taxations: Members to please indicate the number of items on the bill to ensure correct time allocations. Also please take note, if it is a big bill of costs to be taxed, members are to print out the bill and deliver it to the specific taxing master. If no taxing master yet allocated, deliver it to Admin Office, 136.

2. 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.

Regards,
JOHANNESBURG ATTORNEYS ASSOCIATION