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

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THE JOHANNESBURG
ATTORNEYS ASSOCIATION

20 August 2025

Dear Members,

Following the two urgent liaison meetings held last week at the Randburg Magistrate's Court, we are pleased to report that the discussions were well received. Several immediate steps have been implemented to streamline court services and address longstanding concerns

1. **Misplacement and Loss of Court Files**

Practitioners who have missing court files are required to complete the attached **Search List Form** and submit it via email to the Court Manager, **Ms. Mazibuko (ShMazibuko@justice.gov.za)**, by **close of business on 29 August 2025**.

After 29 August 2025, the completed form must be submitted directly to the Clerk of the Court.

Practitioners are requested to provide as much detail as possible, including upcoming hearing dates, last known court appearances, pending default judgments, and any other relevant information that may assist court staff in locating the files.

It is no longer necessary to obtain five court stamps to open a duplicate file. Where a diligent search has been conducted and the file remains untraceable, a duplicate will be opened.

2. **Default Judgments**

Acting Chief Magistrate Mamburu has confirmed that the **turnaround time for default judgments is two weeks.**

A register is maintained by the Clerk of the Court, which indicates which Magistrate has been allocated the matter and whether the file has been returned.

When responding to a query, practitioners are required to uplift the court file first.

The **pigeonhole system** is being reinstated. Magistrates will record judgments and queries in duplicate, with a copy placed in the pigeonhole for practitioners' reference.

3. **Reporting of unethical/unprofessional conduct**

All civil section staff will now be issued with name tags for easy identification.

Practitioners are encouraged to report any conduct that is unethical, unprofessional, rude, unhelpful, or negligent. Such conduct will not be tolerated. Reports should be directed to **Ms. Mazibuko**.

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Practitioners are reminded that **bribery of court staff is a criminal offence**. Where possible, obtain and provide proof of such conduct to Ms. Mazibuko. This can be done anonymously.

4. Court Rolls

With effect from **1 September 2025**, the Johannesburg Attorneys Association will receive and publish the **motion and trial rolls.**

Efforts are underway to ensure these rolls are made available in advance, enabling practitioners to prepare adequately for matters that may not appear on the roll.

5. Family and Maintenance Court

An attendance register is kept at the entrance to the Family Court section, and all parties are assisted on a **first-come, first-served basis.**

Roll call is conducted at **08h30** and **10h00**. Practitioners are encouraged to attend roll call, as court staff use it to determine which matters are being settled or postponed. This provides an opportunity to expedite matters. After roll call, the roll is followed in numerical order.

Practitioners are reminded to engage with staff respectfully. Late arrivals or failure to attend roll call will not entitle practitioners to preferential treatment.

6. Children's Court

Members of the public with children and social workers are attended to first.

Practitioners are urged to familiarize themselves with the **Rules and Regulations of the Children's Court**.

A request has been made for the appointment of additional court orderlies and wardens to assist in managing proceedings in these courts.

There is currently only one Magistrate for Children's Court.

We encourage members to continue engaging with the Association by reporting challenges and raising issues that require attention. Constructive collaboration among all stakeholders remains essential to improving the efficiency of our court system.

Regards,
JOHANNESBURG ATTORNEYS ASSOCIATION

the doj & cd
Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

SEARCH LIST: MISSING COURT FILES (CIVIL SECTION – RANDBURG MAG COURT)

LAW FIRM NAME:	
CONTACT PERSON:	
CONTACT NUMBER:	
EMAIL ADDRESS:	

1.	CASE NO:	PARTIES' NAMES
Specify pending motion/trial/debt review dates. Give details of last movement of court file, when was it last in court or uplifted		
2.	CASE NO:	PARTIES' NAMES
Specify pending motion/trial/debt review dates. Give details of last movement of court file, when was it last in court or uplifted		
3.	CASE NO:	PARTIES' NAMES
Specify pending motion/trial/debt review dates. Give details of last movement of court file, when was it last in court or uplifted		
4.	CASE NO:	PARTIES' NAMES
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Specify pending motion/trial/debt review dates. Give details of last movement of court file, when was it last in court or uplifted		

Date stamp