IN THE MAGISTRATE'S COURT FOR THE DISTRICT OF JOHANNESBURG CENTRAL HELD AT JOHANNESBURG

CASE NO: _____

In the matter between:

_____ **PLAINTIFF/APPLICANT**

And

_____ **DEFENDANT/ RESPONDENT**

DIRECTION IN TERMS OF SECTION 54(1) READ WITH RULE 25 OF THE MAGISTRATES' COURT ACT, 1944

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TO: THE PLAINTIFF'S ATTORNEY/ THE DEFENDANT'S ATTORNEY

1. **You are hereby directed** to attend a pre-conference to be held before the Magistrate in Court 25 on the _____ day of _____ 20_____, at 14:00 to consider-
    (a) The simplification of the issues;
    (b) The necessity or desirability of amendments to the pleadings;
    (c) The possibility of obtaining admissions of fact and of documents with a view to avoiding unnecessary proof;
    (d) The limitation of the number of expert witnesses;
    (e) Such other matters as may aid in the disposal of the action in the most expeditious and least costly manner (Rule 25(7)(a),(b)).

2. **Please be advised that** on the date of the pre-trial conference, you are required to have held a meeting to prepare for the pre-trial conference at which the issues identified

in Rule 25(10) in relation to the conduct of the trial of the action must have been considered; and

3. **The plaintiff is required**, not less than two days before the time appointed for the pre-trial conference to –
    (i) Ensure that the court file has been suitably ordered, secured, paginated and indexed; and
    (ii) Deliver an agreed minute of the proceedings at the meeting held between the parties, alternatively, in the event that the parties have not reached agreement on the content of the minute, a minute signed by the party filing the document together with an explanation why the agreement on its content has not been obtained (Rule 25(7)(c),(d)).

4. The **agreed minute shall particularise** the parties' agreement or respective positions on each of the issues identified in Rule 25(10) and, to the extent that further steps remain to be taken to render the matter ready for trial, explicitly identify them and set out a timetable according to which the parties propose, upon a mutually binding basis, that such further steps will be taken (Rule 25(8)).

5. In addition to the minute, the **parties are required to deliver a detailed statement** of issues, which shall indicate-

    (i) The issues in the case that are not in dispute; and
    (ii) The issues in the case that are in dispute, describing the nature of the dispute and setting forth the parties' respective contentions in respect of each issue (Rule 25(9)(a)).

6. **A Magistrate,** upon considering the statement by the parties**, shall at least a day before the pre-trial conference give directive** whether the appearance by the parties at the pre-trial conference may be dispensed with (Rule 25(9)(b)), so kindly **provide contact telephone numbers and email addresses** on the statement and minute.

By Order of the Court,

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Clerk of the Court