JOHANNESBURG ASSOCIATION OF LEGAL COST CONSULTANTS

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MEMORANDUM
12 MAY 2021

- Mr. Coetzee confirmed that there are currently more than 999 requests for taxation dates on CaseLines

- A register and serial number system is currently being implemented and he confirmed that they are working on clearing the backlog. This will take approximately 8 – 9 weeks

- The CaseLines system is only set up to hold a notification for 20 days whereafter it is automatically removed from the notification screen. Please ensure that you check CaseLines frequently for notifications as well as the Daily Rolls for allocations of taxation dates.

- It is important to note that CaseLines does not list the matters according to application date but alphabetically and with the clearing of the backlog, allocations might not be made according to date of application.

- Prior to requesting a taxation date, please ensure the following directives are met:

    1. Prefix to the matter needs to indicate opposed, unopposed, or settled taxation.
    2. All court dates need to be in the following format: year/number. No zeros are to be added.

- Invitations need to be sent as follows:
    1. All opposed and unopposed matters – email needs to be sent to jhbotaxation@judiciary.org.za. **Full privileges need to be given (all boxes need to be ticked).**
    2. All settled matters – email needs to be sent to jhbtaxation@judiciary.org.za. **Full privileges need to be given (all boxes need to be ticked).**
    3. Invites cannot be sent to both email addresses. Should the status of the matter change, the relevant invitee needs to be removed prior to sending a new invitation to the alternate email address.

4. No more than 5 requests for taxation dates at a time. This overwhelms the system and leads to matters being missed.
5. **PLEASE NOTE THAT SHOULD THERE BE ANY DIRECTIVES THAT ARE NOT MET OR INVITES ARE SENT TO THE WRONG EMAIL ADDRESS AND PRIVILEGES ARE NOT GIVEN THE MATTER WILL MOVE TO THE BACK OF THE QUEUE.**
6. Should you require more time to be allocated for taxation of a bill of cost, your reasons therefor must be included in the widely shared note made when applying for a taxation date.

- No re-invites should be sent as this will result in the duplication of the matter. This is also the reason why the same matters are being given different taxation dates.

- Widely shared notes are to be checked as the notice of taxation and all relevant notifications are uploaded there. There is currently a problem with the notification system as emails are not sent out when notes are made. Mr. Coetzee undertook to discuss this with the programme developers to rectify the system to ensure notifications are sent out when taxation dates are allocated.

- Any queries and questions relating to allocation of taxation dates must be sent to Busi only at BNxumalo@judiciary.org.za. No emails sent to the jhb and jhbo email addresses will be answered. Should you not receive a response from Busi within 3 days, you may send the request again and copy JOCoetzee@judiciary.org.za. Please note that queries for allocation of taxation dates can only be raised 20 days after application as the CaseLines system automatically removes notifications after 20 days.

- Please note that when the server at Judiciary is down, everything is down. All contact numbers with the 010 prefix are VOIP lines and will also be down.

- Requests for taxation dates for Security for Cost (Rule 47) assessments need to be sent to Mr. Coetzee directly at JOCoetzee@judiciary.org.za. He will attend to allocation of taxation dates for these bills of cost at his discretion.

- After the allocation of taxation dates each Taxing Master is in charge of their own rolls. Any changes, postponements, and removals need to be addressed with the Taxing Master directly. Mr. Coetzee undertook to ensure that all Taxing Masters have rosters and available dates to allocate on postponement or part-heard matters. In the event of a matter being removed from the roll, Busi needs to be informed and all parties to the matter are to be copied in the email. No new matters can

be allocated to the postponed/removed time slots. Allocations will only be done through the serial number system.

- Taxing Masters are under instruction to have the signed and stamped allocaturs uploaded to CaseLines by the next afternoon.

- Contact details for the Taxing Masters are as follows:

Hans Coetzee	011 335 0160 / 010 494 8401	JoCoetzee@judiciary.org.za
Trudy Zeelie	011 335 0172	TZeelie@judiciary.org.za
Victor Maqala	010 494 8000	VMaqala@judiciary.org.za
Kavita Ellaree (Vengatass)	011 335 0327	KVengatass@judiciary.org.za
Nelly Jibhana (Ndengane	011 335 0155	NNdengane@judiciary.org.za
Sharon Mavhungu		SNMavhungu@judiciary.org.za
Busi Nxumalo	011 335 0174	BNxumalu@judiciary.org.za
Opposed / Unopposed Taxations		jhbotaxations@judiciary.org.za
Settled Bills of Cost		jhbtaxations@judiciary.org.za

- Take note that due to the unpredictability of the wifi and data system at the High Court, it is not always possible for the Taxing Masters to use their cameras when attending to taxation.

- The system is new to all of us, please be patient as everybody is learning as they go. Allocation of taxation dates are already improving and once the backlog is cleared things will hopefully run more smoothly.