

Private Bag X52
Braamfontein, 2017
86 Juta Street
Braamfontein, 2016

Tel: (011) 359 5760
Fax: (011) 403 9327

REGISTRAR'S DIRECTIVE: ALERT LEVEL 1 (JOHANNESBURG) issued with the authority of the Judge President

1. Physical access to the Court building shall be permitted where it is necessary for the provision of access to justice and subject to directives issued by the Minister of Justice and the Judge President of this Court.

2. During alert level 1 the court will operate in compliance with Circular 27 of 2020 issued by the DPSA, providing full services to the court users.

3. Any person entering the court building shall wear a face/cloth mask or any other appropriate item to close the mouth and nose, sanitized, screening and as well as temperature will be taken.

4. Social distancing of at least 1.5 meter shall be adhered to at all times

5. No more than one person shall be allowed in an office, unless there is an appended notice in the office indicating the number of persons that may be present in the room at a time.

6. A total of 38 persons shall be allowed entry into the building at a time, the rest shall be required to queue on the ground floor whiles waiting to enter the 6th floor; (this number excludes persons appearing in court).

PAGINATION OF COURT FILES

7. Indexing and pagination of court files shall be allowed at a designated area. No documents shall be removed from the court file without the registrars written permission.
8. A total of 6 persons shall be allowed into the building for purposes of paginating court files at a time. Each person shall be allowed 30 minutes (unless the file is extra-ordinarily voluminous in which event 60 minutes will be allowed) to sit and attend to pagination of court file(s).
9. No persons will be allowed into the building after 14:30 for purposes of indexing or paginating files.

PRO BONO OFFICE

10. Only ten persons will be attended to by the *pro-bono* office per day on Tuesdays, Wednesdays and Thursdays between 9am and 2pm, this will be on first come first serve basis, priority will be given to persons who are from out of Gauteng province.
11. The office of the permanent Attorney will be visited per appointment with a maximum of 6 persons per day to be assisted.
12. If there is a need for visual meeting, arrangements will be made by email at joburgprobono@SASLAW.org.za ;

TAXATION

13. Taxation will be conducted at the court premises and will continue as normal.

14. ONLY 4 persons per taxation will be allowed in the taxing master's office. Parties must contact the office of the taxing master should there be a need for deviation.

15. Taxing master will attend to signing of settled bills on Mondays between 10am and 12noon.

WRITS OF EXECUTION: (ROOM 608)

16. Writs of execution emanating from Section 143 of LRA will be attended to on Tuesdays and Thursdays from 8am to 12noon

17. Writs of execution emanating from the Labour Court orders/ judgments will be attended to daily.

SET DOWN OFFICE (ROOM 604)

18. Only 3 persons will be allowed in the set down office at a time;

19. No enquiries relating to opening of new cases or court processes will be attended by the set down office, such queries will be attended to at the front desk;

URGENT APPLICATION

20. Arrangements for urgent applications will be made ONLY with the Registrar Ms F N Ntuli, Mr Nelufhangani and Mr A Kutu by contacting the number 0813504175

21. Filing for urgent application will be done ONLY with Ms Ntuli, Mr Nelufhangani and Mr Kutu;

Any person who fails to comply with the directives particularly the safety measures or health protocols shall be refused entry into the court building

REGISTRAR OF THE LABOUR COURT OF SOUTH AFRICA
BRAAMFONTEIN
Private Bag X52, Braamfontein 2017
2020 -10- 14
LC-JHB-001

The Registrar-Labour Courts

N Ntuli

REGISTRAR OF THE LABOUR COURT OF SOUTH AFRICA
BRAAMFONTEIN