**SETTLEMENT ROLL DIRECTIVES – EDWARDS AJ**

**17th AND 18th OF SEPTEMBER 2020**

Kindly take note that all matters on Acting Judge Edwards settlement roll will be dealt with on the papers and without the need for video conferencing, provided that the parties have complied with the following;

1. All documents must to be uploaded on Caselines (ie: pleadings, notices, documents and medico legal reports);
2. A **signed and completed** joint memorandum of settlement/ submissions document together with a letter of consent/confirmation e-mail must be provided. Failure to comply, the matter will be removed from the roll.
3. A draft order in word format is to be emailed to edwcaselines@gmail.com, or SBhana@judiciary.org.za **by no later than 12h00** on the day the matter comes before me indicating the date of the settlement roll, and the matter number as it appears on the roll. Should I not receive the draft order by **12h00**, the matter will not be considered.
4. Should the legal representatives have the contact details of the claims handler that dealt with the matter, you are requested to please provide it.
5. Should any of the legal representative experience difficulties in uploading the settlement documents onto case-lines, you are kindly requested to e mail them to my registrar and I at edwcaselines@gmail.com/SBhana@judiciary.org.za before 12h00. Legal representatives are requested to indicate the date of the settlement roll, as well as the matter number on the roll in the subject line of the e-mail.
6. Please ensure that both my Registrar and I are invited on Case-lines on the e-mails provided above.
7. Legal representatives are to ensure that the prescribed rate of interest (*mora)* is correct in the draft order.

8. Counsel/Attorneys are to remain on standby and will be contacted telephonically or via video conferencing should submissions be required. Please ensure that a contact number for the legal representatives are made available.
9. Matters will be considered on a first come first served basis.
10. Should any matter need to be removed from the roll, legal representatives are requested to inform my registrar timeously.