OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

REGISTRAR OF THE HIGH COURT: GAUTENG DIVISION PRETORIA
Private Bag X67, Pretoria, 0001
Tel No: (012) 315 7412 Fax No:

Enquiries : Ms M Ayob
Ref :
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19 June 2020

To: All Legal Practitioners

We are aware and acknowledge the numerous complaints and issues raised by yourselves during this unforeseeable lockdown period. The Registrar's office is inundated with emails, and we are trying our very best to respond to each and every one of them. We kindly request you to please bear with us.

In order to assist you to the best of our ability, the Registrar's Office Gauteng Division Pretoria has come up with the following working solution to be implemented with effect from Monday 23 June 2020:

1. With the discretion of the Registrar, the issuing of legal processes are done daily Monday to Friday between 9h00 and 13h00 – therefore all emails sent to GeneralOfficePta@judiciary.org.za out of this time slot will be ignored.
2. Date allocations for Trials, Motions and JCM matters will only respond to emails that are sent between the office hours of 9h00 and 13h00 – therefore all emails sent to CivilTrialApplicationsPTA@judiciary.org.za; PtaUdateapplications@judiciary.org.za; JCMform6Pta@judiciary.org.za; JCMform5Pta@judiciary.org.za; out of this time slot will be ignored

3. Defaults Judgments in terms of Rule 31(5) that are sent to the email address PTAdefaults@judiciary.org.za, must also only be sent between the office hours of 9h00 and 13h00. Emails sent out of this time slot will be ignored.

   The brief process for default judgments to this email address is that once the registrar receives an application for case creation,

   3.1 The registrar's office will create the matter within 3-4 days of your email application.

   3.2 The attorney's office will then receive an automatic response from caselines that the matter is created,

   3.3 Once the matter is created the attorneys will have 24hours to upload their entire default application on caselines,

   3.4 On the 6th day the application is sent to the registrar for consideration.

4. We request that the correct email addresses as specified in the Consolidated directives of Judge President Mlambo are to be used, failing which, an email sent to the incorrect email address will be ignored;
5. We request that you **only** send an email to the relevant email address and do not copy all registrars on your email – this unnecessary floods our inbox.
6. Please note that the waiting period for a response from the following addresses are

   6.1 GeneralOfficePta@judiciary.org.za; is 7days

   6.2 PtaUdateapplications@judiciary.org.za; is 14days

   6.3 CivilTrialApplicationsPTA@judiciary.org.za; is 14 days

   6.4 JCMform6Pta@judiciary.org.za; and JCMform5Pta@judiciary.org.za; is 14 days

   6.5 PTAdefaults@judiciary.org.za; is 4 days for case creation.

   6.6 Requests for court orders, excluding registrars Rule 31 (5) default judgments, heard before 27 March 2020 takes 7 days. This email address has been changed to courtordersPTA@judiciary.org.za

7. Once you have adhered to the waiting time as mentioned above and there is no response, you are welcome to escalate same to the office of the Chief Registrar.
8. Taxation matters will be heard from the 2nd of July 2020, the taxing masters will provide direction on how the taxation hearings will be dealt with, weather virtually or in person.



9. From 1 July 2020, applications for taxation dates can be sent to PTAtaxationdates@judiciary.org.za for a provisional date and confirmation of provisional dates can be sent 3 days before to TaxconfirmationsPTA@judiciary.org.za

Thank you for your understanding

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CHIEF REGISTRAR

Munira N M Ayob