



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE CHIEF REGISTRAR  
MPUMALANGA DIVISION OF THE HIGH COURT**

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THE HIGH COURT OF SOUTH AFRICA  
MPUMALANGA DIVISION  
GROUND FLOOR  
ROOM CLG19  
NELSPRUIT

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10 June 2020

**CHIEF REGISTRAR`S COVID-19 DIRECTIVE 3 OF 2020: ALERT LEVEL 3**

**Issuing of new processes**

1. During Alert Level 3, both courts namely, Mbombela and Middelburg will operate on 50% of the staff compliment to ensure that social distancing is complied with.
2. As such, our services will also differ compared to our normal services.
3. Parties or legal practitioners are still required to make appointments with the Registrar`s office for filing of bundles or set of court papers regarding matters that are on the roll during Alert Level lockdown.

4. No more than one person shall be allowed in one office, unless the size of office concern can accommodate more than one person and so allowed by an official rendering service required.
5. **Only persons who come into the court building to issue new court processes, to enroll a matter during June/ July recess period on the unopposed, opposed or appeal roll will be allowed into the Court building without an appointment.**
6. Any other persons will only be allowed into the court building as per arrangement with the Registrar's Office for the purpose of handing over a set of court papers on or before the close of the roll as per Covid-19 Directive 5A read with Directives 5B and 6 unless appearance in court for oral argument has been sanctioned by a judge ceased with a particular matter.
7. All persons entering the court building or court room shall be sanitized, screened for temperatures and will be required to put on their face masks at all times whilst on the Court premises.
8. Social distancing shall be adhered to, in accordance with Covid-19 regulations.
9. Any person who does not comply with any of the safety measures or health protocols to avoid the spread of COVID-19 infections, will not be allowed to enter

into or remain within the court premises.

10. **The new court processes will be issued with effect from Monday 22 June 2020**

in both main and local seats, namely Mbombela and Middelburg whilst enrolment of matters during recess period shall take place with immediate effect in order to meet the dates for the close of the roll as per Covid-19 Directives read with Practice Directive dated 9 January 2020.

11. Each law firm is allowed to issue no more than 20 new matters per week.

12. The issuing office will be opened for the public from 09:00am to 12:00pm from Monday to Friday.

13. Persons coming to the court building for service, shall be required to queue outside and or inside court premises as per distancing markings or as so directed by the Security Officers and shall do so by observing social distancing of one and half meters.

**Taxations against RAF**

14. In the light of the impasse between RAF and its panel of attorneys, any settled bill of costs regarding RAF matters shall not be attended to unless accompanied by

confirmation direct from the RAF.

### **Warrants of Execution**

15. There will be a box placed at the security entrance with a register from 09:00 am to 12:00 pm wherein Legal Practitioners will put in their warrants of execution.
16. Each request must have a cover page which shall be on a letterhead of the requesting law firm with visible contact details and e-mail addresses for further communication if need be.
17. Registrars will attend to the issuing of warrant of executions as soon as they receive them and depending on the workload.
18. Applicants/ Practitioners will be informed when their Warrants are ready for collection.

### **Enrolment of Opposed and Unopposed matters during recess**

19. For the purpose of enrolling opposed and unopposed matters during June/July 2020 recess and lockdown period only on the dates set out in this Division's Alert Level 3 Covid-19 Directive 6, the following offices and officials are designated to assist to enroll such matters with immediate effect:

**Mbombela: Mr Khoza V**

**Office no CLG 39**

**Middelburg: Mr Mokwele S**

**Office no 7**

20. The enrolment shall be by entering the particulars of the parties, case numbers in the updated respective roll register and any other information that might be provided in the roll register.

**Enrolment of appeal matters during recess**

21. For the purpose of enrolling appeal matters during recess and lockdown period only the following offices and officials are designated to assist in enrolling appeal matters with immediate effect and paragraph 20. above shall also apply to appeal matters:

**Mbombela: Mr Kubayi J: Office CLG 27**

**Ms Ramashiya P: Office CLG 30**

**Middelburg: Mr Maserumule T**

**Office no 06**

22. Social distancing, face-masking, queuing and entering one after the other, the offices so designated as indicated in paragraphs 19 and 21 above for the purpose of enrolling unopposed, opposed and appeal matters, shall be



observed.

**Filing after the issuing of new court processes during lockdown**

23. Once a new court process is issued, eg. summons or motion, except urgent motion matters, there shall be no filing of subsequent notices, pleadings or affidavits with the Registrar.
24. Filing with the Registrar shall only take place when a complete set of court papers on the close of the roll is handed over to the Registrar as per Covid-19 Directives 5A,5B and 6 should any such a matter issued during the lockdown be placed on the roll before the lifting of the lockdown. In other words, filing in piece meal will not be accepted.
25. The parties, or parties' legal representatives must therefore continue to exchange pleadings in accordance with the Rules of Court and only file as contemplated in paragraph 24 above.
26. Paragraphs 23 and 24 above are meant to avoid loss of court papers or court file, unnecessary movements of filing at court and to ensure that at the close of the roll, the court file is properly arranged, indexed, paginated as per paragraph 29 of the Practice Directive dated 9 January 2020 and ready to be

allocated.

27. The Registrar shall issue new court processes without retaining any copy of court processes so issued in the court file seen in the light of paragraphs 23 and 24 above.

28. The Registrar shall however ensure that a court file is opened and on the outside file cover thereof, it shall be indicated whether "SUMMONS OR MOTION".

### **Conclusion**

All previous Directives i.e. 1 and 2 issued by Chief Registrar shall remain in force and the arrangement is only for the purpose of Lockdown due to COVID-19.

Regards

  
**Masekoameng MA**

**Chief Registrar**

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