



## OFFICE OF THE JUDGE PRESIDENT

### GAUTENG DIVISION OF THE HIGH COURT OF SOUTH AFRICA

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c/o Pritchard and Von Brandis Streets, Room 510, Fifth Floor, Johannesburg

E-mail: [NWalkinshaw@judiciary.org.za](mailto:NWalkinshaw@judiciary.org.za)

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### NOTE:-

**RE: IMPORTANT CONTACT DETAILS IN TERMS OF THE JUDGE PRESIDENT'S CONSOLIDATED DIRECTIVE (ISSUED-11 MAY 2020) IN LIGHT OF THE COVID-19 NATIONAL LOCKDOWN**

**Urgent applications** (in terms of paragraph 79 to 92 of the Directive)

The contact numbers for the Urgent Court of the respective Courts are:

Pretoria – 065 859 4819

Johannesburg – 081 727 7734 / 082 573 5233

Issuing of case numbers to urgent applications:

The issuing of case numbers should be directed to [GeneralofficePTA@judiciary.org.za](mailto:GeneralofficePTA@judiciary.org.za) for matters in Pretoria and [JHBissuing@judiciary.org.za](mailto:JHBissuing@judiciary.org.za) for Johannesburg cases

**Issuing of new process** (in terms of paragraph 116 to 119 of the Directive)



If the matter is not registered on the CaseLines platform, the process and/or document as the case may be, may be transmitted by email to the relevant parties entitled to receive such process and/or document, who may not withhold their email addresses unreasonably. Such email transmission shall be deemed to be effective service on such parties provided that proof of transmission and/or delivery must be filed. For filing purposes in terms of this paragraph, the relevant process and/or document, with the relevant proof of transmission and/or delivery, shall be transmitted to the following email address:

For matters in the Gauteng Division, Pretoria – [PTAfiling@judiciary.org.za](mailto:PTAfiling@judiciary.org.za)

For matters in the Gauteng Division, Johannesburg – [JHBfiling@judiciary.org.za](mailto:JHBfiling@judiciary.org.za)

#### **Civil Trials** (in terms of paragraph 8 to 11 of the Directive)

Practice Notes required for the hearing of trials in terms of paragraph 8 of 17 April 2020 Directive, should be emailed to:

- [TLedwaba@judiciary.org.za](mailto:TLedwaba@judiciary.org.za) in respect of Pretoria matters.
- [SecretaryDJP@judiciary.org.za](mailto:SecretaryDJP@judiciary.org.za) or by fax to 011 335 0219 for matters heard in Johannesburg

All Non-RAF Pretoria matters that become settled must be forwarded by email to [JHefer@judiciary.org.za](mailto:JHefer@judiciary.org.za).

Removal of civil trials from the roll - Civil Trials Registrar to be notified by email at least 5 (five) clear Court days before the trial set-down date:

[CivilTrialremovalsPTA@judiciary.org.za](mailto:CivilTrialremovalsPTA@judiciary.org.za) (Pretoria)

[JHBciviltrials@judiciary.org.za](mailto:JHBciviltrials@judiciary.org.za) (Johannesburg)

**Applications lodged after 1 May 2020 to set down new matters** (in terms of paragraph 120 of the Directive)



Litigants shall, from 1 May 2020 be entitled to set down matters in accordance with the usual practice of the Courts, save that process must be addressed to the designated email addresses and not delivered physically to the Court houses.

In Pretoria:

[PTAUdateapplications@judiciary.org.za](mailto:PTAUdateapplications@judiciary.org.za) for all unopposed motion date applications excluding default judgments as per ADJP Potterill's instruction;

[PTAUEnrolment@judiciary.org.za](mailto:PTAUEnrolment@judiciary.org.za) for confirmation of the date for final set down, removal from the roll and enquiries relating to unopposed motions;

[PTAOEnrolment@judiciary.org.za](mailto:PTAOEnrolment@judiciary.org.za) for Opposed motions;

[TLegodi@judiciary.org.za](mailto:TLegodi@judiciary.org.za) for Admissions;

[JCMform5PTA@judiciary.org.za](mailto:JCMform5PTA@judiciary.org.za) for Judicial Case Management - Form 5;

[JCMform6PTA@judiciary.org.za](mailto:JCMform6PTA@judiciary.org.za) for Judicial Case Management - Form 6;

[TLedwaba@judiciary.org.za](mailto:TLedwaba@judiciary.org.za) for Civil Trials (RAF Matters);

[CivilTrialApplicationsPTA@judiciary.org.za](mailto:CivilTrialApplicationsPTA@judiciary.org.za) for application for trial dates;

[JHefer@judiciary.org.za](mailto:JHefer@judiciary.org.za) for all settled trial matters (non RAF matters);

[MMohlala@judiciary.org.za](mailto:MMohlala@judiciary.org.za) for all settled RAF trial matters;

In Johannesburg:

[JHBUprovisional@judiciary.org.za](mailto:JHBUprovisional@judiciary.org.za) for application for a date (provisional set down) of Unopposed Motion, Summary Judgment, Rule 43, Divorces and Interlocutory applications where no trial date is set;



[JHBUEnrolment@judiciary.org.za](mailto:JHBUEnrolment@judiciary.org.za) for confirmation of the date for final set down/removal from the roll and enquiries

[JHBOEnrolment@judiciary.org.za](mailto:JHBOEnrolment@judiciary.org.za) for Opposed motion

[JHBadmissions@judiciary.org.za](mailto:JHBadmissions@judiciary.org.za) for Admissions and Trial Interlocutory applications

[JHBpretrial@judiciary.org.za](mailto:JHBpretrial@judiciary.org.za) for Case Management Conferences

[JHBCiviltrials@judiciary.org.za](mailto:JHBCiviltrials@judiciary.org.za) for Civil Trials

The following protocol shall apply:

- An email must be sent to only the relevant email address
- An email must be sent only once
- Emails must be sent only between 09:00 and 13:00 on Court days
- Directive 2/2020 remains in place, where no more than 15 processes per law firm should be sent on a daily basis

**Applications for leave to appeal** (in terms of paragraph 54 to 55 of the Directive)

Applications for leave to appeal are to be initiated by email to the following email addresses and copied to the presiding Judge:

[LTApata@judiciary.org.za](mailto:LTApata@judiciary.org.za) and [PTACaselines@judiciary.org.za](mailto:PTACaselines@judiciary.org.za) (Pretoria)

[JHBappeals@judiciary.org.za](mailto:JHBappeals@judiciary.org.za) and [JHBCaselines@judiciary.org.za](mailto:JHBCaselines@judiciary.org.za) (Johannesburg)



## **Bail Appeals** (in terms of paragraph 56 to 58 of the Directive)

Bails Appeals to be initiated by email to the Registrar (after consultation with Director of Public Prosecutions) as follows:

[BBhana@judiciary.org.za](mailto:BBhana@judiciary.org.za) (Pretoria)

[SiNkosi@judiciary.org.za](mailto:SiNkosi@judiciary.org.za) (Johannesburg)

## **CaseLines technical support**

In respect of matters dealt with on CaseLines and in addition to the CaseLines helpdesk number, Litigants/Practitioners may contact the following numbers for support in relation to the utilization of the system:

-for technical support in respect of Pretoria matters on CaseLines: 067 862 9339

-for technical support in Johannesburg matters on CaseLines: 067 208 7754

## **Default Judgment in terms of Rule 31(5)** [in terms of paragraph 3.7.2 of Directive 1 of 2020\_issued on 10 January 2020]

The request for creation of the case shall be directed to the Registrar at [JHBdefaults@judiciary.org.za](mailto:JHBdefaults@judiciary.org.za) for Johannesburg applications or [PTAdefaults@judiciary.org.za](mailto:PTAdefaults@judiciary.org.za) for Pretoria applications

## **Requests for archived files or historic Court Orders:**

In Johannesburg (in terms of paragraph 4.6 of Directive 1 of 2020\_issued on 10 January 2020) - [JHBFiles@judiciary.org.za](mailto:JHBFiles@judiciary.org.za)

Requests for archived/historic Court Orders in Pretoria - [OSebogodi@judiciary.org.za](mailto:OSebogodi@judiciary.org.za)



**Enquiries related to Admissions as Practitioners (in terms of paragraph 104 to 106 of the Directive)**

All enquiries relating to admissions must be directed to the following email addresses:

In Pretoria: [TLegodi@judiciary.org.za](mailto:TLegodi@judiciary.org.za)

In Johannesburg: [JHBadmissions@judiciary.org.za](mailto:JHBadmissions@judiciary.org.za)

