



ACTING JUDGE MINNAAR

Registrar: Me Simone Bhana

SBhana@judiciary.org.za / 060 830 8406

22 June 2021

TO: ALL PRACTITIONERS

DIRECTIVE (IN ADDITION TO THE DIRECTIVES ISSUED BY THE JUDGE PRESIDENT): UNOPPOSED MOTION COURT BEFORE MINNAAR AJ: MONDAY 28 JUNE 2021, WEDNESDAY 30 JUNE 2021 AND FRIDAY 2 JULY 2021:

1. All applications will be heard on Microsoft Teams. Ensure that counsel's details and email address are included in the practice note.
2. The roll will be called as follows:
 - 2.1 Postponements, removals and settlements;
 - 2.2 Unopposed applications where counsel with SC status appear;
 - 2.3 Unopposed applications page by page in order of seniority;
 - 2.4 Where a counsel appears in more than one application such advocate may call all his or her applications once the first application has been dealt with;
 - 2.5 Where there are in-person appearances such applications will be called as and when same appears on the roll;

2.6 Where counsel is not in attendance when an application is called such application will stand down until the end of the roll: as such there is no need for counsel to call matter to be stood down.

3. **In all matters** a practice note must be filed setting out at least:

3.1 Particulars and contact details of the legal practitioners;

3.2 Nature of the relief sought (without referring to the notice of motion);

3.3 A brief summary of the factual as well as legal issues involved;

3.4 A clear indication which portion of the papers must be read and which not;

3.5 Service should be pointed out; and

3.6 If applicable: statutory requirements that had to be met;

3.7 A statement that the papers are in order (if the papers are not in order then the difficulty or shortcoming should be pointed out).

Failure to file a practice note setting out all the above information may result in the application be struck off the roll.

5. Practice notes are to be uploaded:

5.1 By no later than Thursday 24 June 2021 at **16h00** for applications set down for Monday 28 June 2021;

5.2 By no later than Monday 28 June 2021 at **16h00** for applications set down for Wednesday 30 June 2021;

5.3 By no later than Wednesday 30 June 2021 at **16h00** for applications set down for Friday 2 July 2021.

The late uploading of practice notes will not be condoned.

6. A draft order should be uploaded to Caselines and a copy, in Word format, should be emailed to the Judge's registrar: **Me Simone Bhana** at SBhana@judiciary.org.za. Draft orders to be uploaded and emailed according to the same time frames applicable to the uploading of the practice notes.
7. All bundles should be uploaded in such a fashion that pleadings and annexures are easily identifiable. As an example: A combined summons should be uploaded in the following fashion (and this manner should be applied to all documents in all applications):

Section 001: Combined summons

1. Summons pages 001-1 to 001-2
2. Particulars of claim pages 001-3 to 003-15
3. Annexure A: Written agreement pages 001-16 to 001-30
4. Annexure B: Written letter of demand pages 001-31 to 001-33 etc.

Complete bundles to be uploaded according to the same time frames applicable to the uploading of the practice notes.

8. Me Bhana (060 830 8406) should be informed, preferably by way of email, as soon as possible if a matter is to be postponed or removed.

MINNAAR AJ