



HIGH COURT OF SOUTH AFRICA,  
GAUTENG DIVISION, PRETORIA

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09 NOVEMBER 2023

TO: ALL LEGAL PRACTITIONERS

**DIRECTIVE**

**URGENT APPLICATIONS BEFORE MADAM JUSTICE RETIEF *et* ACTING JUSTICE NAUDE**

**TERM 4 WEEK 7: 13 – 17 NOVEMBER 2023**

1. This is the main directive for matters which will be heard in the week of the **13 to 17 November 2023** by Madam Justice Retief and Acting Justice Naude.
2. If there is non-compliance with this practice directive, the matter will be struck from the roll, unless good cause is shown for non-compliance.
3. All applications must be properly issued by the Registrar seated at the General Office in the High Court Building, with the exception of applications brought outside of the ordinary court hours, before the secretary to Judge Retief (as the senior judge) is approached for the enrolment of applications.
4. The contact number for urgent applications to be heard **out of ordinary court hours is 068 104 7107**. The number is **not to be used for general enquiries** or for any issue other than urgent applications to be heard **out of ordinary court hours. The phone will only be answered after normal court hours.**
5. There will be **roll call in open court** as indicated on the roll, on **Tuesday, 14 November 2023 at 10h00**, unless specifically directed to the contrary by an allocated roll prepared by the presiding Judge. (Details of the court must be checked on the day roll)
6. In all matters which are opposed, the parties respective heads of argument [HOA] and practice note must sent via email to the respective Judge's secretary according to the following timelines: the Applicant: before **12h00 on Sunday the 12 November 2023** and Respondent: before **12h00 on**

**Monday the 13 November 2023**, save where leave for an extension has been granted by the specific Judge.

7. For all matters before Acting Judge Naude, **Hardcopy bundles** must be delivered before **12h00 Monday, 13 November 2023** to Mr. Mndeni Nkabinde in office 2.12 on the second floor in the High Court.
8. In matters that are settled or unopposed – draft orders in word format are to be emailed to the presiding Judges' secretary by no later than 13h00 on Monday, 13 November 2023 and counsel is to appear to make the draft an order of court.
9. Where matters are removed, a **notice of removal** must be uploaded onto Caselines and sent via email to the presiding Judges' secretary as soon as possible.
10. Communication relating to matters before **Judge Retief** may be directed to Mrs. Christinah Msimango via email at [ChMsimango@judiciary.org.za](mailto:ChMsimango@judiciary.org.za), telephonically on 012 314 9002 or physically at chamber 176, 1st floor at the Palace of Justice.
11. And communication relating to matters before **Acting Judge Naude** may be directed to Mr. Mndeni Nkabinde via email at [MnNkabinde@judiciary.org.za](mailto:MnNkabinde@judiciary.org.za), telephonically on 012 315 7451 or physically at office 2.12, 2nd floor at the High Court.
12. **All court bundles are to be fully uploaded to Caselines.** If any problems are experienced the judge's secretary must be contacted TIMEOUSLY.
13. It is the duty of the applicant's attorney to ensure that there are no duplicate cases created on Caselines and that bundles are uploaded thereto by **16h00 on Friday, 10 November 2023** and no further documents may be filed without the judge's specific written permission obtained by email. If documents are uploaded without permission the matter may be struck from the roll.
14. In all matters a **DRAFT ORDER IN WORD format is to be uploaded onto Caselines** together with the papers. Parties must bring one hardcopy of the draft order to court.
15. **No piece-meal filing of affidavits will be allowed.**
16. A **practice note** setting out the following:
  - 16.1 particulars and contact details of the legal practitioners;
  - 16.2 nature of the relief sought (without referring to the notice of motion);
  - 16.3 total number of pages;
  - 16.4 a brief summary of the factual and legal issues involved;
  - 16.5 a clear indication (without repeating the heads of argument) which portion
  - 16.6 of the papers must be read and which not;

- 16.7 the main issues to be considered;
- 16.8 a brief summary of the urgency, or absence thereof;
- 16.9 whether there has been service by the sheriff and if not, why not;
- 16.10 estimated duration;
- 16.11 whether the matter is opposed;
- 16.12 service of process in all urgent applications shall comply with the Rules of Court where an agreement was reached by all the representatives if all parties to vary the requirements of the Rules to facilitate a wholly electronic exchange of papers, this must be specifically stated.

**FAILURE TO FILE a practice note setting out all the above information, may result in the matter being struck from the roll.**



*Warm Regards*

**Mrs Christinah Msimango**

Secretary to Madam Justice Retief  
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