

## OCJ COURT ONLINE CASELINES

## HOW TO FILE AND PRESENT AN URGENT COURT APPLICATION DURING THE COVID-19 LOCKDOWN?

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Applicants lodging an urgent application shall telephone the numbers: PTA - 065 859 4819 JHB - 081 727 7734 / 082 573 5233



Parties may request assistance with uploading of documents. Email (after hours): CourtOnline@judiciary.org.za or alternative arrangements can be made directly with CaseLines Support Personnel



The application shall be enrolled per current rules of Court (Draft order to be uploaded into CaseLines as a Microsoft Word Document)



The Secretary on stand-by shall allocate a case number



If Parties telephone the CaseLines Support Number without an allocated case number, CaseLines Support Personnel shall contact the Secretary to obtain a case number



Subject to the mode of proceedings (Virtual Court or Physical Appearance), the Judge may request CaseLines assistance prior or on the day of the hearing. Parties may request assistance during court proceedings.



Upon allocation, presiding Judges shall prescribe the manner in which the application shall be lodged (email, paper, CaseLines) and heard (telephone, video, physical appearance)



Where directed to utilise CaseLines, the Secretary or Parties shall telephone the CaseLines Support Number for the given Court for the case to be created in CaseLines



The Application and/or court orders shall be stamped per current rules of court

NOTE: For Court Online: CaseLines Support on URGENT COURT MATTERS,
CONTACT: 067 862 9339 (Pretoria Matters); 067 208 7754 (Johannesburg Matters);
CALL OPERATING HOURS Urgent Motion Court Support: Available 24 hours



HELPDESK NUMBER: 0861 5000 52 SUPPORT EMAIL ADDRESS: courtonline@judiciary.org.za FOR UP TO DATE INFORMATION, VISIT: www.judiciary.org.za

