



User manual (Portal) Office of the Chief Justice Court Online System

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Date:



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Document enquiries can be directed to:

Configuration Management Office

SITA SOC Ltd

PO Box 26100, Monument Park, 0105, South Africa

Attention: SITA DRM – sitadrm@sitaco.co.za

Telephone: 012 482 3041

www.sita.co.za

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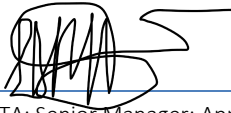
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Author/originator: Slindile Moeti – slindle.moeti@sitaco.co.za

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SITA: Senior Manager: Application Training (Acting) – L Makgolela

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SITA: Author: Specialist ETDP – S Moeti

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Client approval



OCJ Project Manager: Tebogo Tsweleng

2022/08/15

Date

Noted



Director of Court Administration: Michael Ndlovane

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Abbreviations

OCJ	Office of the Chief Justice
DJP	Deputy Judge President
SITA	State Information Technology Agency
ETDP	Education Training and Development Practices

Terms and Definitions

Court day(s) A normal working day (business hours) for the court. In terms of Rule 3 of the Uniform Rules of Court:

3 Registrar's Office Hours

Except on Saturdays, Sundays and Public Holidays, the offices of the registrar shall be open from 9:00 to 13:00 and from 14:00 to 16:00, save that, for the purpose of issuing any process or filing any document, other than a notice of intention to defend, the offices shall be open from 9:00 to 13:00, and from 14:00 to 15:00.

Chapter 1-

Layout of the manual

1. Purpose and layout of the user manual

This user manual is intended for officials at the Office of the Chief Justice (OCJ). It is the main reference document for the OCJ e-Filing Solution.

The manual is meant to be used as a reference document on how to use the system.

The layout of the user manual is indicated in table 1 below:

Table 1 - User manual layout

Chapter	Section
Chapter 1 – Layout of the manual	Layout of the manual
Chapter 2 – Administration	Section 1 – Home Page
	Section 2 – Register as an Individual
	Section 3 – Register an Organisation
	Section 4 – Contact us
	Section 5 – Sign in
	Section 6 – Forgot Password
Chapter 3 – Lodging and Joining a Case	Section 1 – Start a Case
	Section 2 – Accessing and Joining a Case
Chapter 4 – Case Lifecycle	Section 1 – Filing a Document
	Section 2 – Pleading
	Section 3 – Applying for Hearing
	Section 4 – Creating Events and Bundles

Chapter	Section
	Section 5 – Trial
	Section 6 – Motion
	Section 7 – Appeal
	Section 8 – Taxation
	Section 9 – Closed Case

2. References

- a) Functional Design Document Version 2.8
- b) Functional Requirements Document Version 2.0




The latest revision of a document applies.

3. Typographical conventions

The typographical conventions used in this document are described in the table below:

Table 2 - Typographical conventions

Convention	Object or term	Example
Bold	Window, dialog box or screen name	The Notepad window will be displayed.
	Message as it is displayed on the window or screen	A message, Click here to begin , will be displayed.
	Button or option in a dialog box, toolbar, window or screen	Click on the SUBMIT button.
	Indication of a note	You can also display the ...
Screens	Some screens are omitted to avoid repetition	Follow the steps indicated.



Chapter 2- Administration

This chapter consists of the sections listed below.

- (a) Section 1 – Home Page
- (b) Section 2 – Register as an Individual
- (c) Section 3 – Register an Organisation
- (d) Section 4 – Contact us
- (e) Section 5 – Sign in
- (f) Section 6 – Forgot Password

Section 1- The Judiciary screen

1. Introduction

A user of the Portal must be a registered. The log in credentials created during the registration process must be used whenever the user wants to access the Portal.

The Judiciary screen which is the home page provides general information about access to the entire Portal. This include information about Frequently Asked Questions, Contact Us, registration and Video.

This allows a user to contact the Office of the Chief Justice in a contact form, to register for access to the Digital filing system. **Register** dialog screen is presented to the user to provide them with the option of registering as an Individual or as an Organisation. Video Provides a brief animation of how to start with the Legal Digital Filing system. When using this Portal, the individual should be a registered user of the e-Registry Portal and must have the sign in credentials to access the Portal.

2. Accessing the Portal

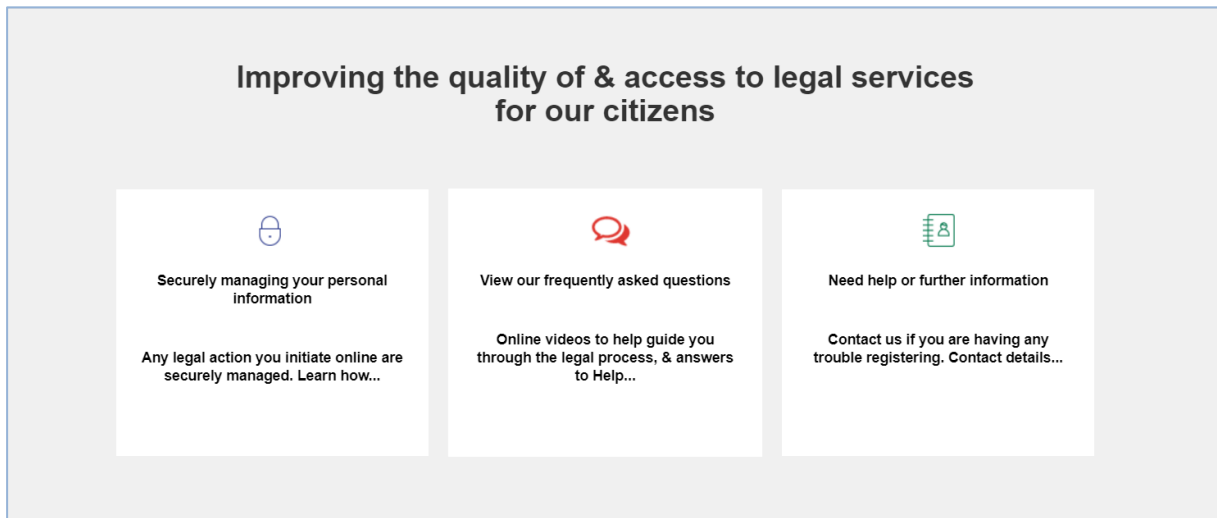
1. Navigate to the Portal website in your browser using the portal website provided. **The Judiciary** landing page will be displayed as illustrated.

Figure 1 - Portal Landing page



2. This is where you can register both as an individual or an organisation and access the daily court roll.
3. Scroll down to the next screen, where the FAQs and the help options screens may be accessed.

Figure 2 - Portal landing page second screen



4. Scroll down to the next screen, where the **Contact us** screen may be accessed.
5. This is the **Contact us** screen where a user can complete an online form with their query and submit their query which will be responded to in 24 hours

Figure 3 - Contact us screen

The image shows a "Contact us" screen with a light gray background. At the top, the text "Contact us" is centered in a bold font. Below this, the text "Complete our online form with your query, & we will respond within 24 hours." is centered. The form consists of three input fields stacked vertically: "Your name", "Your email", and "Let us know what question we can help with...". Below the form is a blue button labeled "SUBMIT QUERY". At the bottom, there is a phone icon followed by the number "+27 10 493 2500".

3. The Daily Court Roll screen

The **Daily court roll** screen displays the court schedule for a specific date.

1. From the Judiciary screen, click on the **Daily court roll** button

Figure 4 - Daily court roll button



2. The **Daily court roll** screen will be displayed as shown below

Figure 5 - Daily court roll screen

3. Select the location of the court.
4. click on the calendar icon to select the date
5. Click on the **Submit** button
6. The court roll for the chosen date will be displayed

Notes

[illegible]

Section 2- Register as an Individual

1. Description

To lodge legal action online with The Judiciary, the details of an individual must be registered. Registration provides the ability to register an organisation or an individual. The initial step of registration is the registration option page. This will give a user an option to register as an individual and also as an organisation.

Click on the **Register** button on **The Judiciary** screen will take a user to the registration page.

2. Registering as an individual

1. Click on the **Register** button
2. The **Registration options** screen will be displayed as shown below

Figure 6 - Registration options screen

REGISTRATION OPTIONS


To lodge your legal action online with The Judiciary,
your details need to be registered with us.

REGISTER AS AN INDIVIDUAL

If you represent a law firm, or a company as In House
Counsel, your organisation also needs to be registered.

REGISTER AN ORGANISATION

Need your questions answered before registering?
Access our **FAQs** for details about the information
we collect, and how it is securely treated.



Take me to Help about Registering

3. Click on the **Register as an individual** button.
4. The **Register as an individual** screen will be displayed.
5. Fill in all the mandatory fields on the screen as illustrated.

Figure 7 - Register as an individual screen

REGISTER AS AN INDIVIDUAL

We'll send you a registration confirmation via email once your details are approved by The Judiciary of South Africa. More questions about registering?


[Take me to online Help.](#)

*** First name**

Rodney ✓

Middle name(s)

Smethi

*** Last name**

Sadiki ✓

Maiden name

6. Continue filling in all the mandatory fields.

Figure 8 - Register as an individual screen

*** Email**

rodneysadiki61@gmail.com ✓

*** Password**

..... ✓

[Password Policy](#)

*** Confirm password**

..... ✓

*** My role is best described as**

Member Of Public >

*** Citizen identification number**

Eg 8511125234086

NOTE

The password criteria are as follows: password should contain both upper case and lower-case characters. Password must have digits and punctuation characters as well as letters, Password must be at least eight

The following should also be noted when on the drop-down list of “My role is best described as “. If the “representing myself” field is selected, there will be no further options, however if the “with a law firm or in-house legal team” field is selected, the name of the law firm and the Legal Practice Council (LPC) Number must be added. An Advocate belonging to chambers should select Law firm (No email restriction) and select the relevant chambers or law firm. An Advocate who does not belong to chambers should select Sole Practitioner/Advocate.

7. Continue capturing all the mandatory fields.

Figure 9 - Register as an individual screen

*** Citizen identification number**

7608125726085

Invalid citizen identification number

SUPPORTING IDENTIFICATION DOCUMENT
Before using The Judiciary's online services,
we need a copy of your passport.

drag & drop your file or
browse

Are you human?

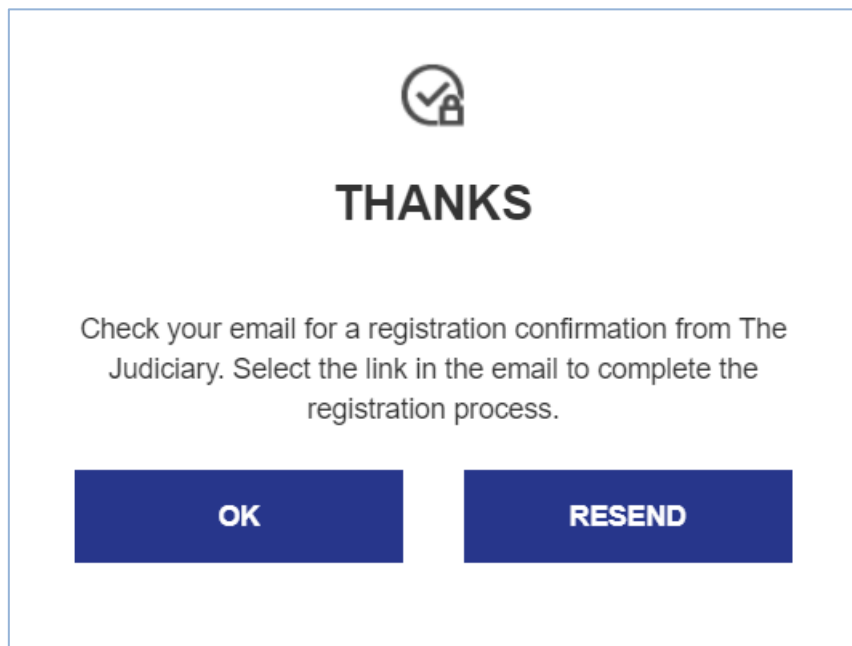
✓ I'm not a robot

reCAPTCHA
Privacy - Terms

REGISTER AS AN INDIVIDUAL

8. Capture a correct identification number in the Citizen Identification number field, the system validates the numbers.
9. If a passport is entered at the Citizen Identification number the copy of the passport must be attached.
10. Answer the question at the "Are you human?" field
11. Click on **Register as an individual** button. The system will send a confirmation e-mail to the user with an activation link.

Figure 10 - Registration notification screen



12. Click on the **Ok** button to close the message box or click on the **Resend** button to have the link resend.

3. My Profile

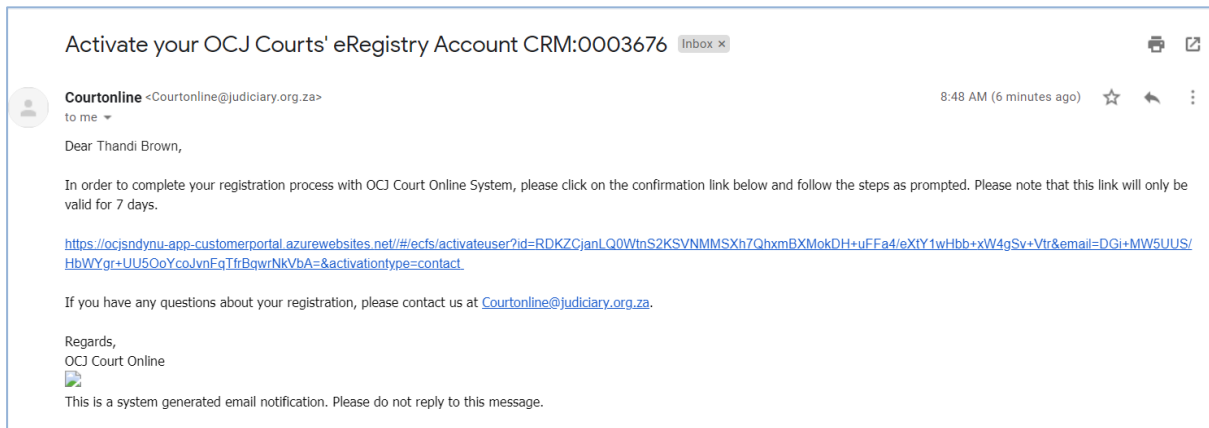
3.1 Purpose of the Profile

A user will receive profile activation email after completing individual profile registration screen. The individual profile displays the details that were entered by the user when they registered. The profile will display the personal details of the user, the contact details and the documentation uploaded by the user.

3.2 How to access to the Individual Profile screen

1. Click on Activation link in the e-mail received after registering.

Figure 11 - Activation email



2. Accept the terms and conditions.
3. The **My profile** window will display as shown below:

Figure 12 - Individual profile screen

The screenshot shows the "My Profile" screen in the OCJ Court Online System. The header includes "THE JUDICIARY" and the user's name "Thandi Brown". The main content area is titled "My Profile" and "Profile information". It contains several sections:

- Your details:** A section with a right arrow icon.
- Contact details:** A section with a dropdown arrow icon.
- * Email:** A text input field containing "sphlemoeti@gmail.com".
- Mobile number:** A text input field.
- Business number:** A text input field.
- Communication preference:** A dropdown menu with "Email & SMS" selected.

4. Update all mandatory fields, indicated by the Asterisk (*).
5. Update any optional fields.
6. Upload ID Document or any other relevant documents.
7. Classify document from the type of document picklist.
8. Click **Save Changes**.

Section 3-

Register an Organisation

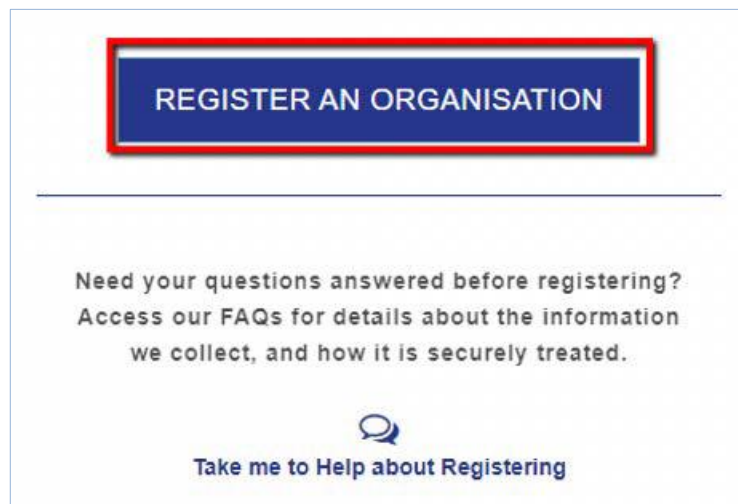
1. Description

The purpose of registering as an organisation is to register an organisation and all members associated with the organisation. This will display the details of the registered organisation and the administrators associated with that organisation. Only if the users are associated with the organisation will they be registered.

2. Process to register an Organisation

1. Click **Register** button on **The Judiciary** screen
2. Select **Register an organisation** button from the **Registration options** window as shown below

Figure 13 - Register an organization button




3. The **Register an organisation** screen will be displayed

Figure 14 - Register an organisation screen


REGISTER AN ORGANISATION

Register your Organisation only once. We'll send the contact person you nominate a confirmation email when your Organisation is approved.


More questions about registering?

 [Take me to the FAQs.](#)


* **Organisation name**

Muthwa Attorneys 

* **Address line 1**

15 CRESCENT CROSS 

* **Address line 2**

Arcadia 

4. Capture the organisation name.
5. Capture address Line 1.
6. Capture address line 2.

Figure 15 - Register an organisation screen

*** Email**

rodneysadiki61@gmail.com

Only official email is allowed.

Website

www.muthwaattorneys.co.za

*** Organisation type**

Law Firm

*** Contact phone**

0825326242

*** Contact person**

maria gwele

7. Capture the correct official email.
8. Capture the website of the organisation.
9. Select the organisation type.
10. Capture the contact Phone number.
11. Capture the contact person.
12. Proceed to the last part of the screen and complete all mandatory fields.

Figure 16 - Register an organisation screen

*** Contact person email**

mariagwele55@gmail.com !

Only official email is allowed.

Primary administrator

The primary administrator will be able to add and remove individual's in your organisation.

☒ Same as contact person

*** Administrator name**

maria gwele

*** Administrator email**

mariagwele55@gmail.com

REGISTER ORGANISATION

13. Capture the contact person email address.
14. Capture the name of the administrator of the organisation
15. Capture the administrator email address.
16. Click on **Register organisation** button, the screen will be displayed as illustrated below.

Figure 17 - Register an organisation screen

THANKS
For registering your Organisation. Now please finalise the process by registering your individual details.

* First name

maria gwele

Middle name(s)

Add Your Middle Name(S)

* Last name

gwele

Maiden name

Add Your Maiden Name

* Email

17. To finalise the registration the user must register as an individual as shown in Figure 17.

Figure 18 - Register an organisation screen

*** Email**

rodney.sadiki@sita.co.za

*** Password**

.....

[Password Policy](#)

*** Confirm password**

.....

*** My role is best described as**

With a Law Firm

*** Citizen identification number**

7208125726085

NOTE

The password criteria are as follows: password should contain both upper case and lower-case characters. Password must have digits and punctuation characters as well as letters, Password must be at least eight

Figure 19 - Register an organisation screen

*** Citizen identification number**

8905045800085

Name of Law Firm

Jumbo Attorney

***LPC Number**

15156

Are you human?

I'm not a robot

reCAPTCHA
Privacy - Terms

REGISTER AS AN INDIVIDUAL

18. Click on the **Register as an individual** button and the system will send a confirmation e-mail to the user with activation link.

3. Organisational Profile Management

1. Click on the **Activation** link in the e-mail received.
2. Accept terms and conditions.
3. Update all mandatory fields.
4. Update any optional fields.
5. Upload ID Document and other relevant documents.
6. Click on the **Save changes** button.
7. The system will update status to Submitted- Approval Pending.
8. The registration will be approved by the court registrar.

4. Manage members

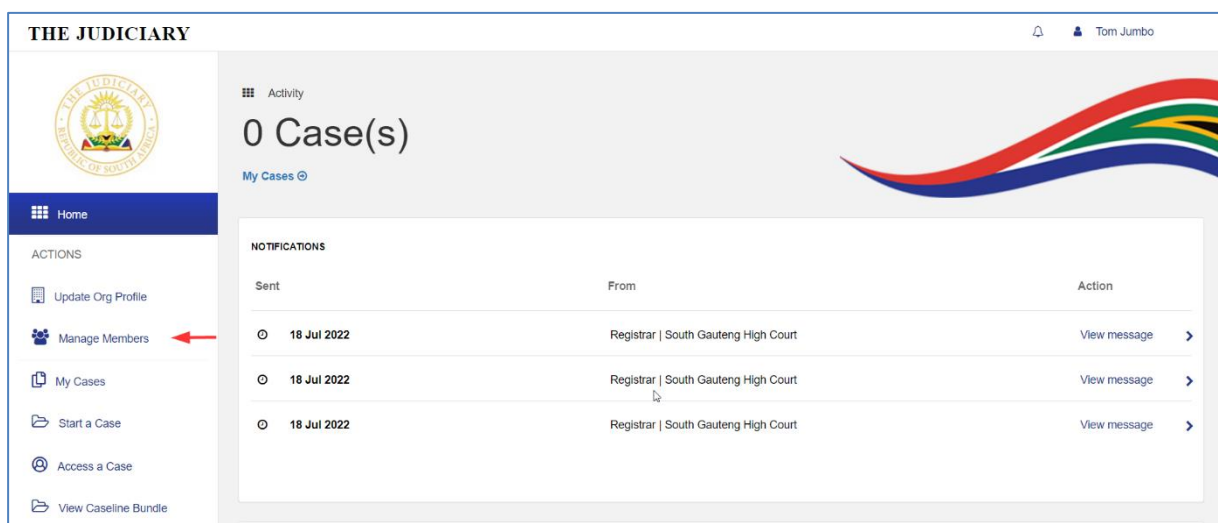
The user registered as the organisation's administrator has the role of managing users that register under the same organisation.

4.1 Add an administrator

The main administrator is able to assign the administrator role to other users registered under the same organisation.

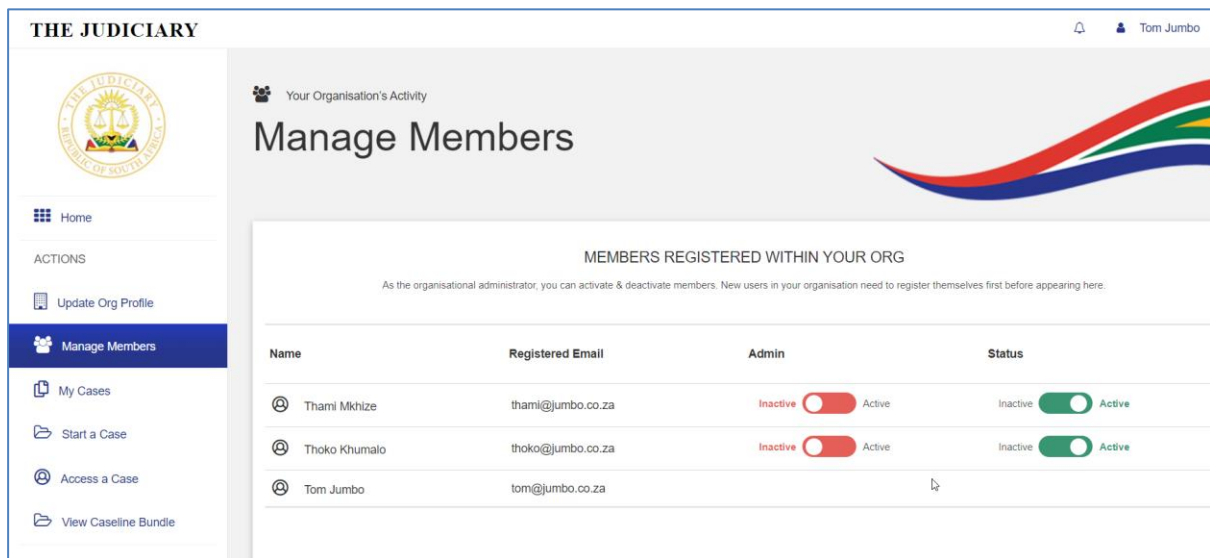
1. Sign in on the portal.
2. From the landing page click on **Manage members** as illustrated below.

Figure 20 - Administrator home page



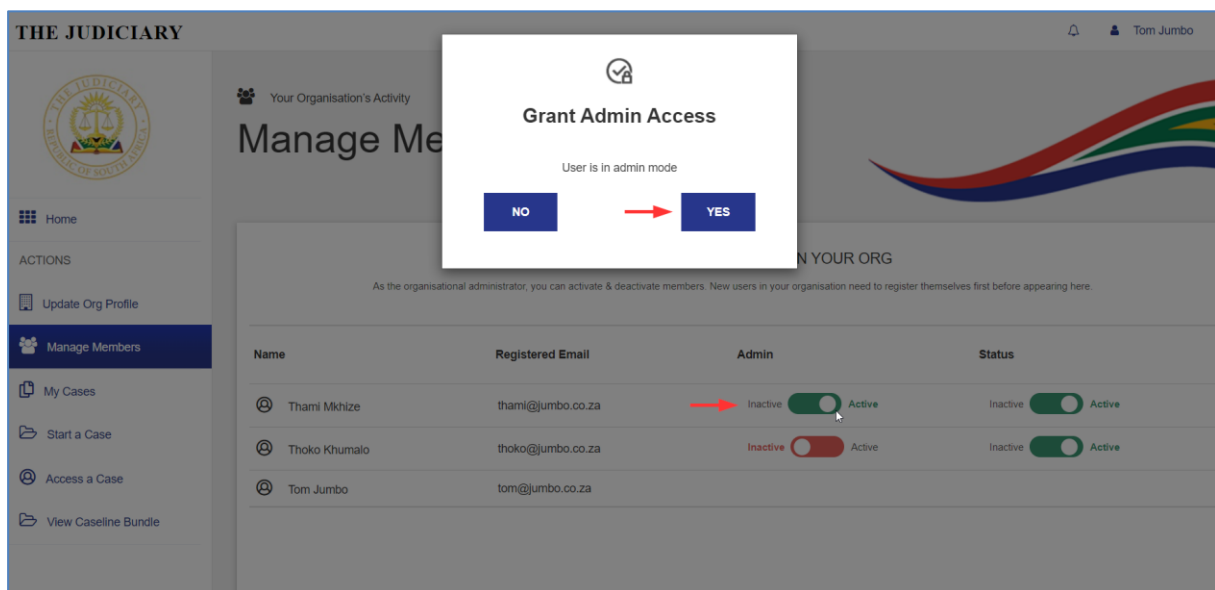
3. The **Manage members** window will be opened as illustrated below.

Figure 21 - Manage members window



- Assign the administrator status to another user by activating the admin button.

Figure 22 – Active admin button

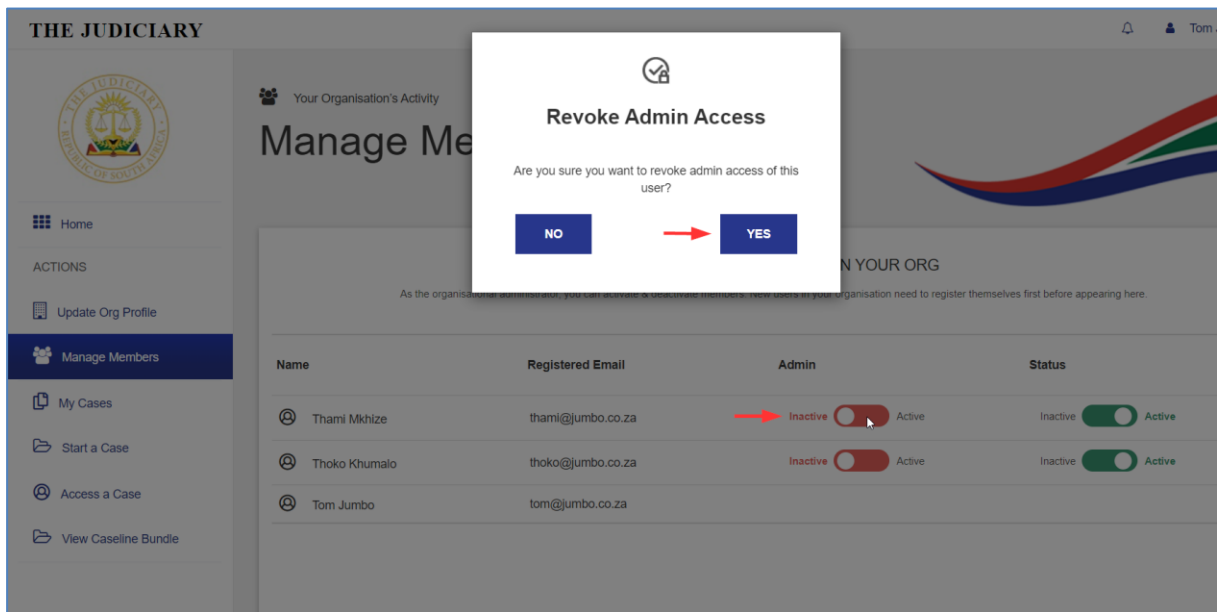


- Click on the **Yes** button to grant admin access.
- The user will be granted administrator rights.

4.2 Remove administrator rights from another member

The administrator can remove the administrator status from another user by de-activating the admin button.

Figure 23 - Inactive admin button



1. Click on the **Yes** button to revoke the administrator access from the user.
2. The user's administrator rights will be revoked.



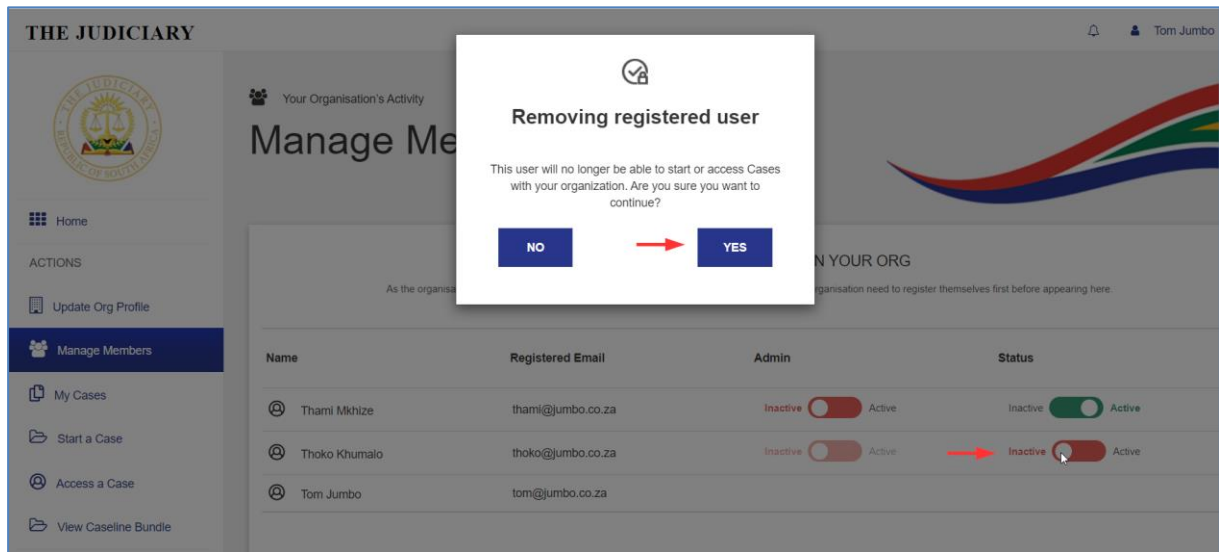
Only existing administrators of the registered law firm may add / remove other administrators.

4.3 De-Activate users

The administrator can deactivate users that no longer require access to the portal.

1. Click on **Manage members**.
2. Click on the status button to change it to inactive.
3. Click on **Yes** to confirm.

Figure 24 - Inactive status button



- The user will no longer have access to the portal.

NOTE

An administrator cannot remove him / herself as administrator from the Portal

Section 4- Contact Us

1. Description

This is a platform where you submit your query, anything that you don't understand about the system so that you can get clarity.

2. Process flow for Contact Us

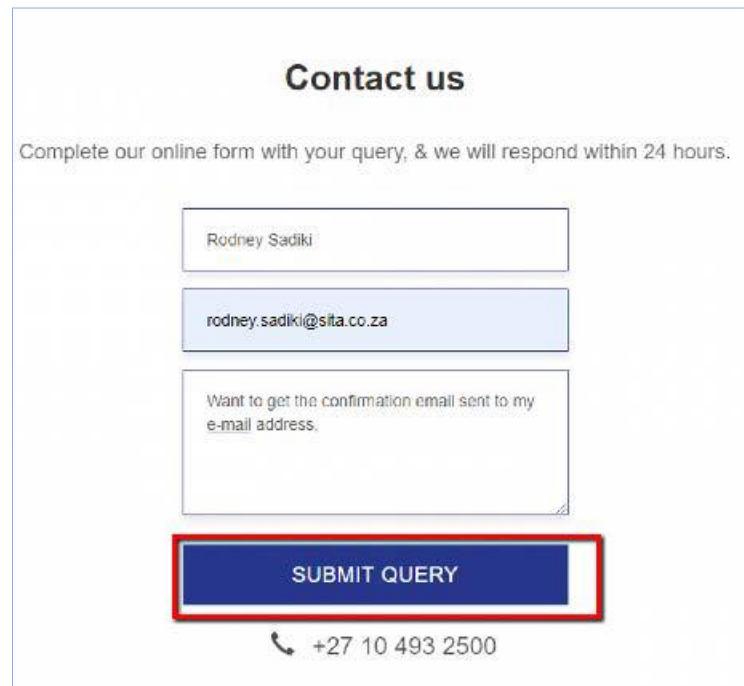
1. The user accesses the home page as illustrated

Figure 25 - Contact us button



2. Click on **Contact Us** and the **Contact Us** screen will be displayed as illustrated.

Figure 26 - Contact us screen



The screenshot shows a 'Contact us' form with the following elements:

- Contact us** (Section Header)
- Complete our online form with your query, & we will respond within 24 hours.
- Your Name** field: Contains the text 'Rodney Sadiki'.
- Your Email** field: Contains the text 'rodney.sadiki@sita.co.za'.
- Text area: Contains the text 'Want to get the confirmation email sent to my e-mail address.'.
- SUBMIT QUERY** button: A blue button with white text, highlighted with a red border.
- Phone icon and number: +27 10 493 2500.

3. Capture your name on the **Your Name** field.
4. Capture your email in **Your Email** field.
5. Capture the reasons of what you want in a paragraph form.
6. Click on **SUBMIT QUERY** and your query will be submitted.

Notes

Section 5- Sign in

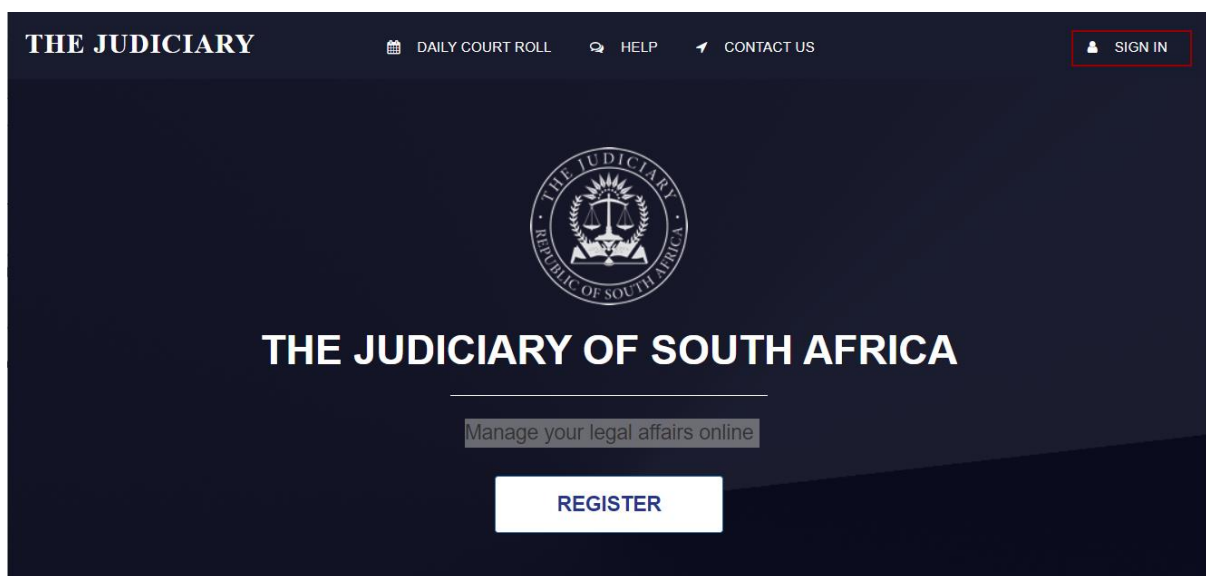
3. Sign in

Only users who are registered in the e-registry portal and be in an active state.

4. Process to Sign in

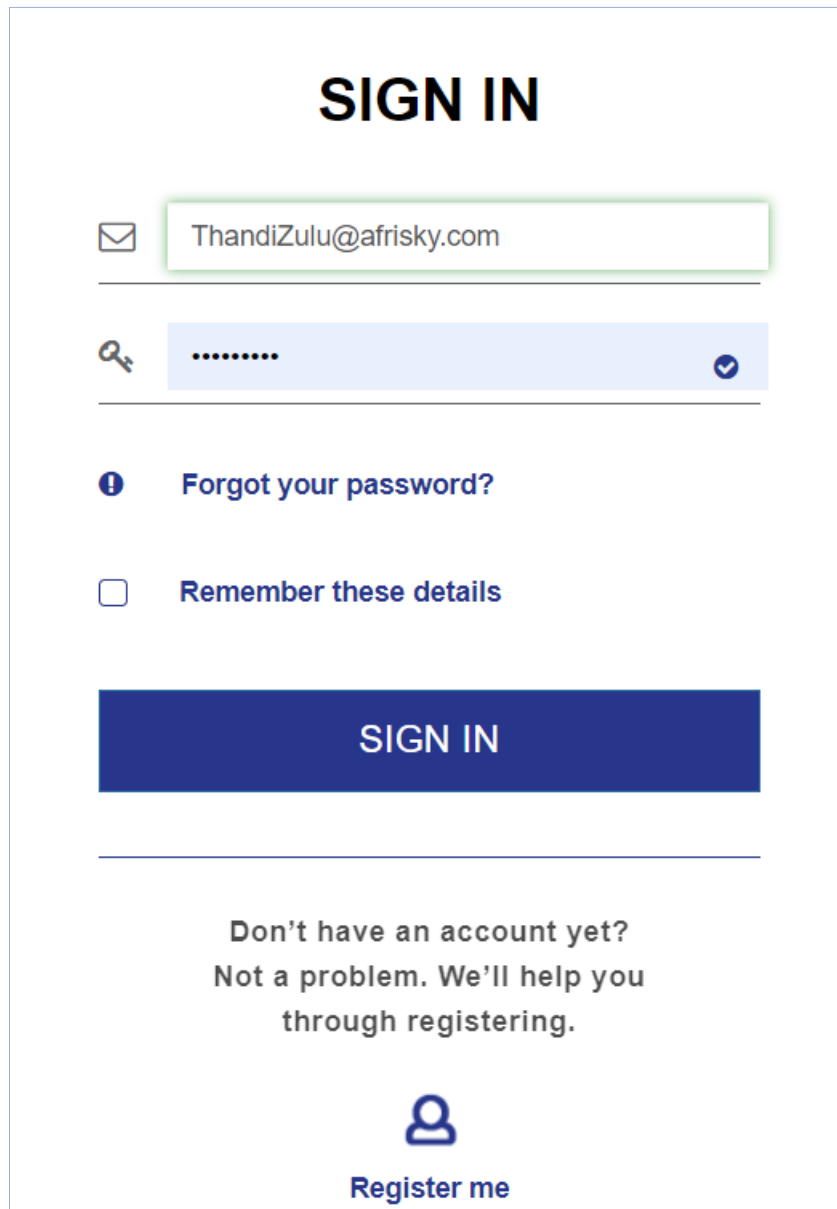
1. The User accesses **The judiciary** screen as illustrated below:

Figure 27 - Sign in button



2. Click on **Sign in** button.
3. The **Sign in** screen will be displayed as illustrated below.

Figure 28 - Sign in screen



The illustration shows a 'SIGN IN' screen. At the top, the text 'SIGN IN' is displayed in large, bold, black capital letters. Below this, there are two input fields. The first field is for the email address, indicated by an envelope icon on the left, and contains the text 'ThandiZulu@afrisky.com'. The second field is for the password, indicated by a key icon on the left, and contains a series of dots. To the right of the password field is a checkmark icon. Below the password field, there is a link that says 'Forgot your password?' with an information icon to its left. Underneath this link is a checkbox followed by the text 'Remember these details'. A large, dark blue button with the text 'SIGN IN' in white capital letters is positioned below the checkbox. At the bottom of the screen, there is a section with the text 'Don't have an account yet? Not a problem. We'll help you through registering.' followed by a user icon and the text 'Register me'.

4. Capture the registered **e-mail** address on the email address field
5. Capture the **Password** in the password field.
6. Click on **Sign in** button.
7. The system will validate the credentials and the user will be taken to the **e-Registry** portal landing page.
8. If the credentials are invalid, the system will display an activation error message.

Notes

[illegible]

Section 6-

Forgot password

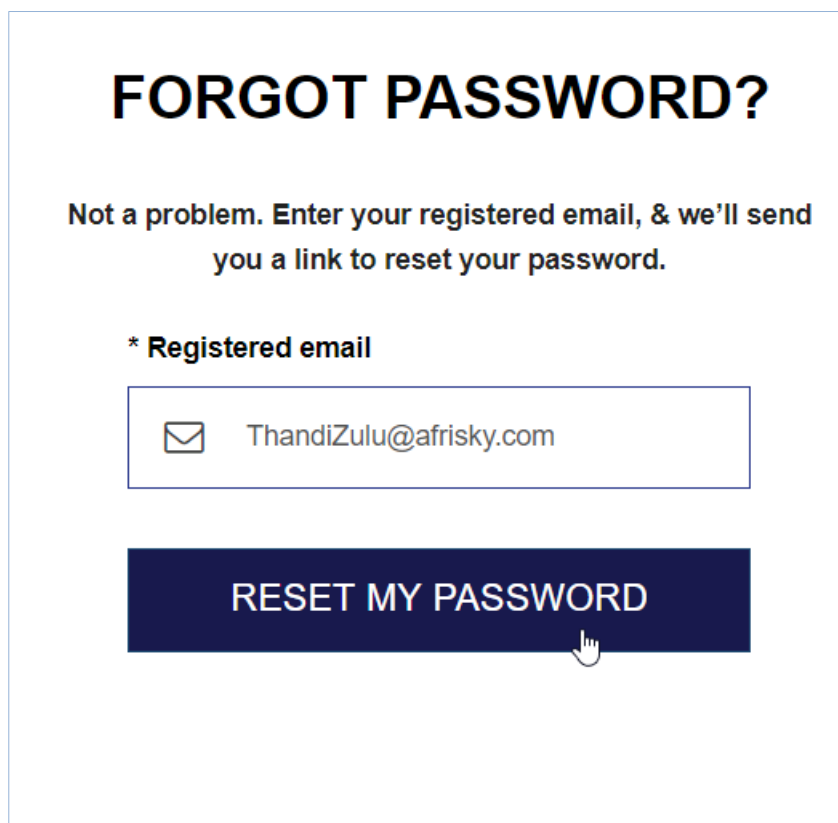
1. Password

This option will be used when the user has forgotten their password. The option will allow the user to reset the password.

2. Reset Password

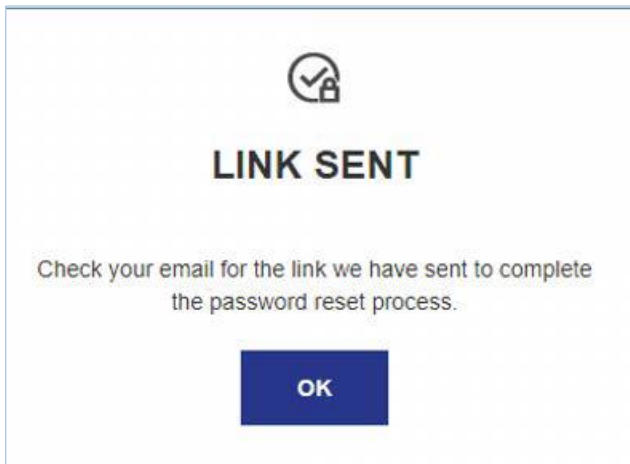
1. From the sign in screen, click on **Forgot password** hyperlink.

Figure 29 - Forgot password screen



2. Capture the registered email address in the **Registered email** field.
3. Click on the **Reset my password** button. A link to reset the password will be emailed to the provided email.

Figure 30 - Link sent screen



4. Click the **Ok button**. The user status will be updated to "Password reset pending"
5. The system will send an email to the user with a link to reset the password.
6. The user will reset the password by providing a new password that is different from previous passwords.
7. The password is updated.

NOTE

The system does not permit password reuse



Chapter 3- Lodging and Joining a Case

This chapter consists of the sections listed below.

- a) Section 1 – Start a Case
- b) Section 2 – Accessing and Joining a Case

Section 1- Start a case

1. Start a case

Civil proceedings will be initiated through **Start a case** on the Portal. This covers the initiation of any Action, Motion, Review or Appeal processes.

1. Initiate a Case

The following steps must be followed to initiate a case on the Portal:

1. When the user has successfully logged in to the Portal, the following screen will be displayed:

Figure 31 - The judiciary screen



2. Click on **Start a case** option.

- The following screen will be displayed:

Figure 32 - Start a case screen

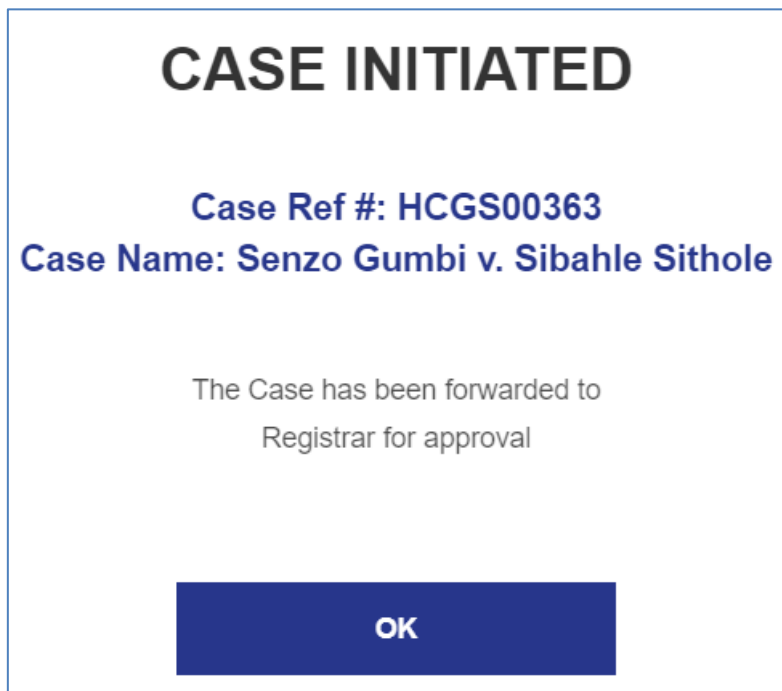
- Complete all fields on **Start a case** screen and attach a **pdf** of initiating document and any supporting documents.
- Sign the submission by entering your portal name in the signature block and click **Submit**.

Figure 33 - Submit button

- The system will provide notification that the case is lodged and it is pending the registrar's

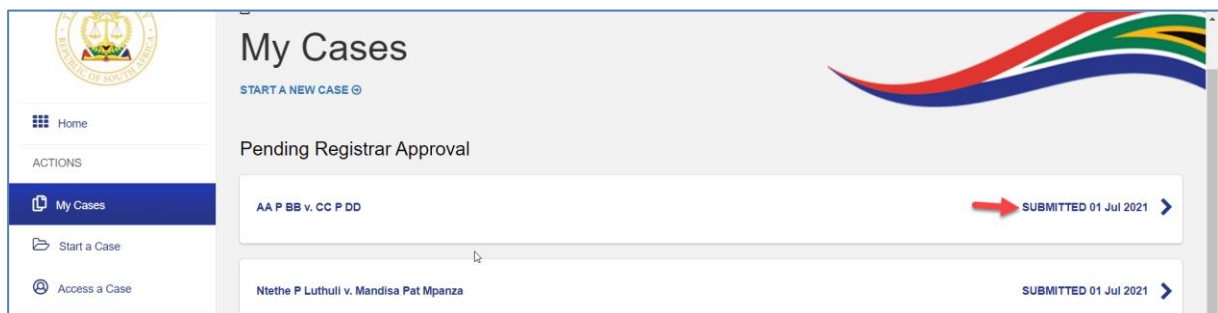
approval.

Figure 34 – Case initiated screen - notification




7. A case reference number and the other information for the case will be issued on the **Case initiated** screen. The case reference number is not the case number.
8. Click on the **Ok** button to close the screen.
9. Click on **My Cases** option on the My cases **screen**, the status of the case will be indicated as below:

Figure 35 - Pending cases screen



10. The submitted case will be waiting for Registrar/Registrar's Clerk's approval.
11. *Alternatively*, complete all fields on **Start a Case** screen and click on **Save as draft**.
12. To locate a case saved in drafts, click on the **Home** tab and scroll down to draft items at the bottom of the screen.

Figure 36 - Draft Items

DRAFT ITEMS		
Last draft update	Item	Case
 08 Aug 2021	New Case	Draft Case Sindy Zulu v. Thandi Bhengu
Select an item to continue editing		

NOTE

- Submitted case(s) will be shown under “Pending Registrar Approval”.
- Saved case(s) will be shown under Draft items and user can open and submit them.
- The user will be notified about the outcome of the case, whether it was approved, rejected or referred

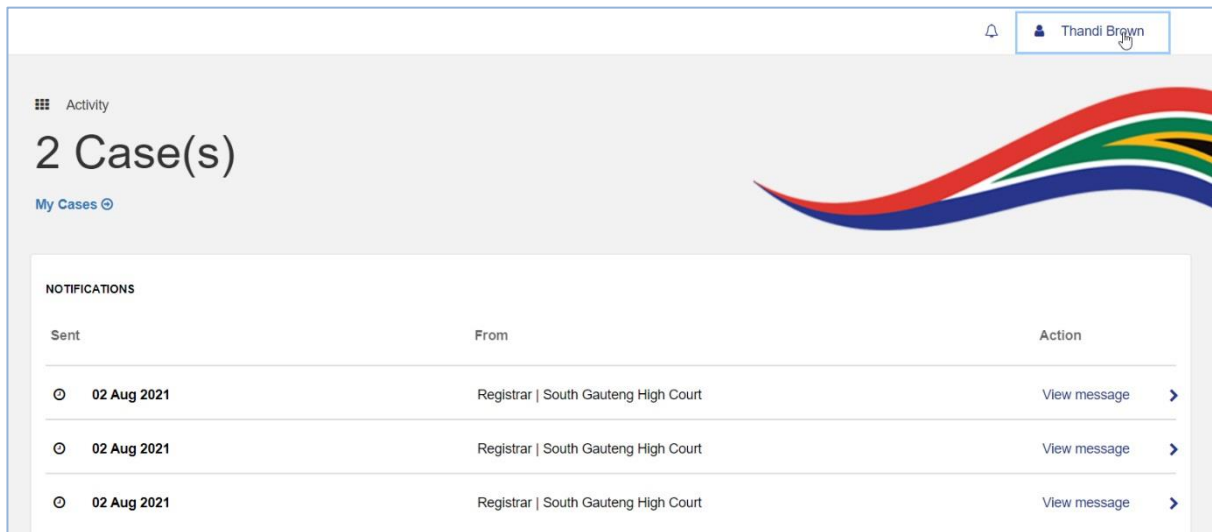
2. Notifications

Notifications on case progress will be sent by SMS and by email, depending on the option the user selected.

2.1 Change notification options

1. Sign in to the portal
2. Click on your name to access your profile as illustrated below:

Figure 37 - Name button to access your profile



3. Click on the **My profile** button.
4. Click on the **Contact details** button.
5. Select the preferred communication by clicking in the drop-down list.
6. Select the preferred frequency from the list.

Figure 38 - Communication frequency

The screenshot shows a 'Contact details' form. It includes fields for 'Email' (sphilmoeti@gmail.com), 'Mobile number' (0846102135), and 'Business number' (0846102135). There is a 'Communication preference' dropdown menu set to 'Email & SMS'. Below this is a 'Communication frequency' dropdown menu set to 'Real-Time'. A mouse cursor is pointing at the 'Real-Time' option in the frequency dropdown.

Contact details

* Email: sphilmoeti@gmail.com

Mobile number: 0846102135

Business number: 0846102135

Communication preference: Email & SMS

Communication frequency: Real-Time

Select
Daily
Real-Time

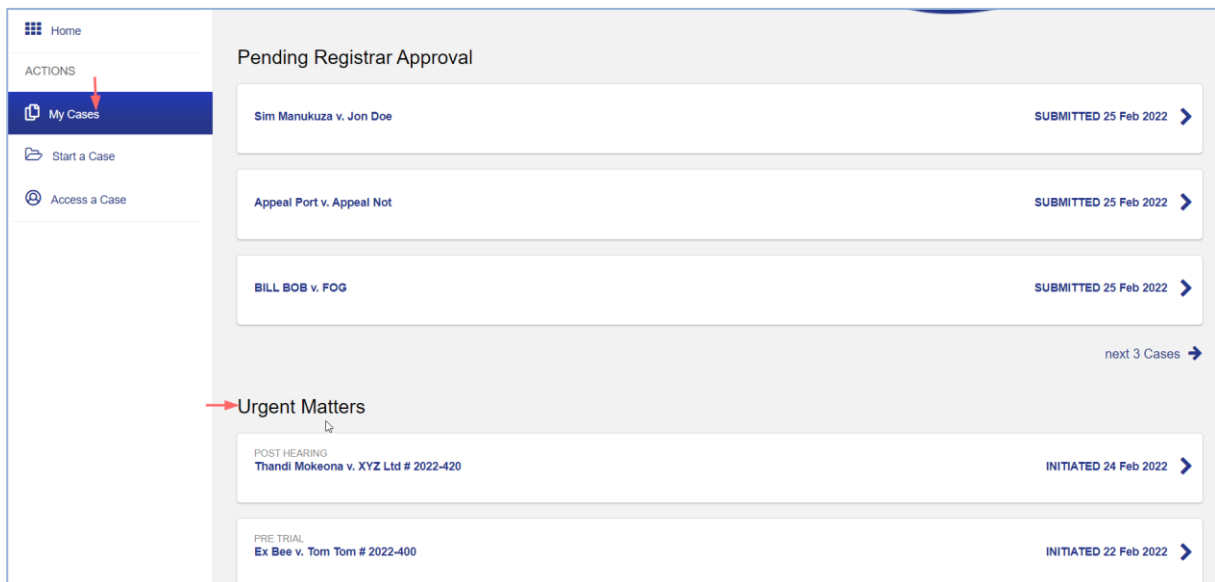
2.2 View notification

1. Notifications will be sent via SMS or/and via email. Notifications are also available on the portal.
2. Click on the **Home** tab on the portal
3. The notifications are displayed on the right side of the screen

2.3 Urgent cases

1. Cases that were marked as urgent during creating a case are placed under urgent matters
2. To view the urgent matters, click on **My cases** option on the screen.
3. The urgent cases are displayed under **Urgent matter** field as shown below on the screen:

Figure 39 - Urgent Matters Pending Registrar Approval



Section 2-

Accessing and joining cases

1. Description

Accessing a case is when the user uses the **Access a Case** option and select accessing a case as a member of the public which will immediately give the user read-only access to the case for 24 hours. A member of the public can only access finalised cases, where an order has been issued.

Joining a case is when a user uses the **Access a case** option and select that not allowing a member of the public to access the case. This will force the user to upload a document. Once the document is filed, the user will be part of the case.

2. Add a litigant to a case

The litigant that initiated the case can invite other relevant parties to the case. The litigant being invited should be a registered portal user.

1. Open the relevant case.
2. Click on the **Parties and contact** tab.
3. Add the email of the litigant being invited to the case as shown below

Figure 40 -Parties and contacts tab

THE JUDICIARY

Case # 2022-400

Ex Bee v. Tom Tom # 2022-400

CASE DETAILS MY CASE DOCUMENTS **PARTIES & CONTACTS**

Urgent Matter

Add a new Contact to access this Case (contacts must be registered)

queen.langa@thinkpad.co.za

SEND INVITE TO CONTACT

4. Click on the Send invite to contact button.
5. The litigant will be added to the case.

3. Access a case

The following steps must be followed to access a case on the Portal:

1. Log in to the **Portal**.
2. Click on **Access a case** option on the screen.
3. The **Access a case** screen will be displayed.

Figure 41 - Access a case screen

THE JUDICIARY

Access a Case

* The Case number you would like to access

2021-274

Are you requesting public access (for example as a journalist, student etc)

☒ Yes ☐ No


REQUEST ACCESS

4. Captured the case number of the case to be accessed.
5. Select **Yes/No** to indicate if it is a member of the public accessing the case.

6. Click on the Request **access button**. If **Yes was selected**, the following screen will be displayed:

Figure 42 - Accessing a case screen

THE JUDICIARY



Home

ACTIONS

My Cases

Start a Case

Access a Case

Access a Case

Thanks
Access to this case has been granted

ACCESS ANOTHER CASE

or
Back to Home

7. A message, stating that an access has been granted, the case will be displayed on the screen.
8. If No was selected, to indicate that it is a defendant legal representative, the following screen will be displayed:

Figure 43 – Access a case screen

Which party do you belong to

☐ THANDI BLOSSOM (Plaintiff)

☒ JANE JAMA (Defendant)

[+ Provide your Details](#)

To Finalize the process, please upload supporting document.

Drag & drop or click to browse the document for this Case

* Select the type of document this is

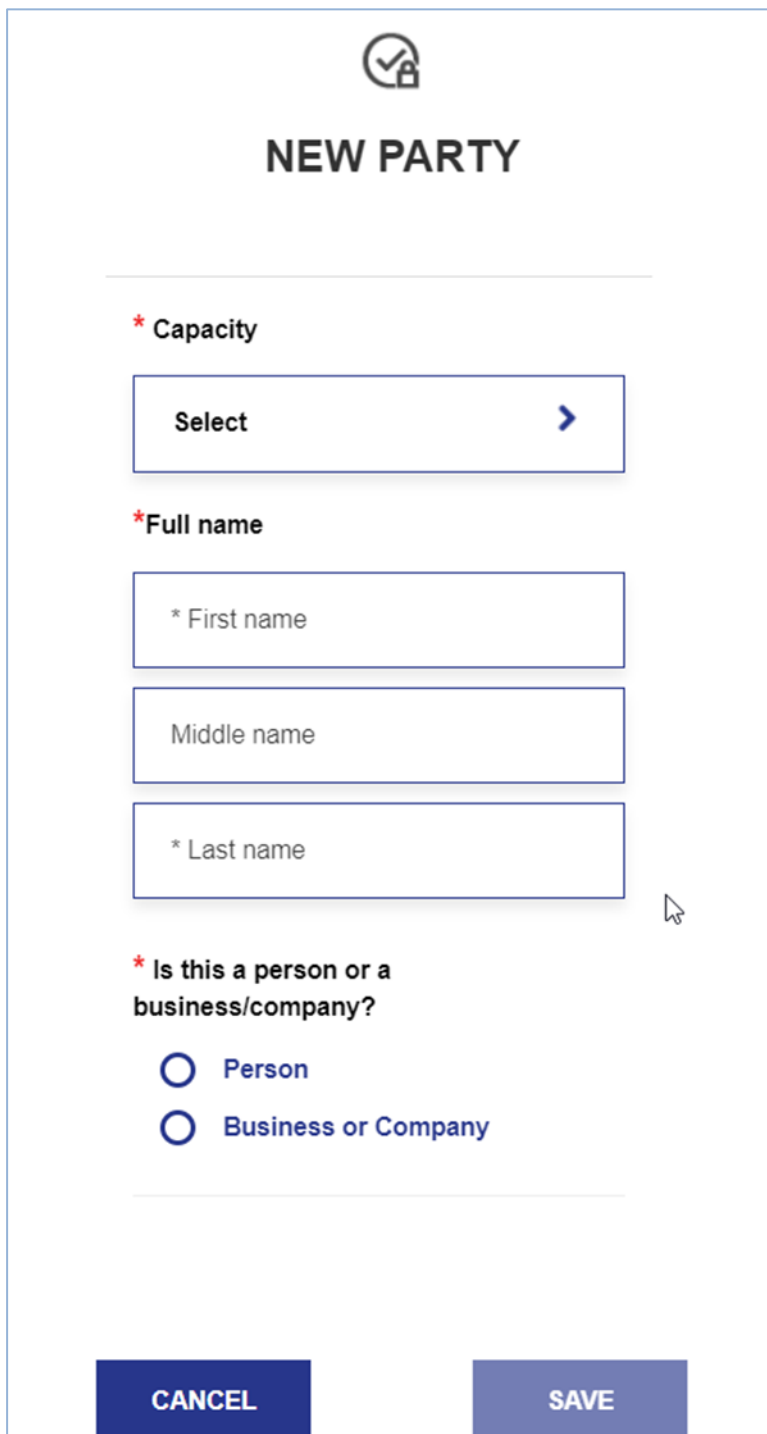
Select from these options

* Your signature


Enter your first and last name in upper case

9. Select the person are you representing
10. Click on **Provide your details** and the following screen will be displayed

Figure 44 - New Party screen



The image shows a 'NEW PARTY' screen. At the top, there is a circular icon with a checkmark and a lock. Below the icon, the title 'NEW PARTY' is displayed in bold. A horizontal line separates the title from the form fields. The first field is labeled '* Capacity' and contains a 'Select' button with a right-pointing arrow. The second section is labeled '* Full name' and contains three stacked text input fields: '* First name', 'Middle name', and '* Last name'. Below these fields is a question '* Is this a person or a business/company?' with two radio button options: 'Person' and 'Business or Company'. At the bottom of the screen, there are two buttons: 'CANCEL' and 'SAVE'.



NEW PARTY

*** Capacity**

Select >

*** Full name**

* First name

Middle name

* Last name

*** Is this a person or a business/company?**

☐ Person

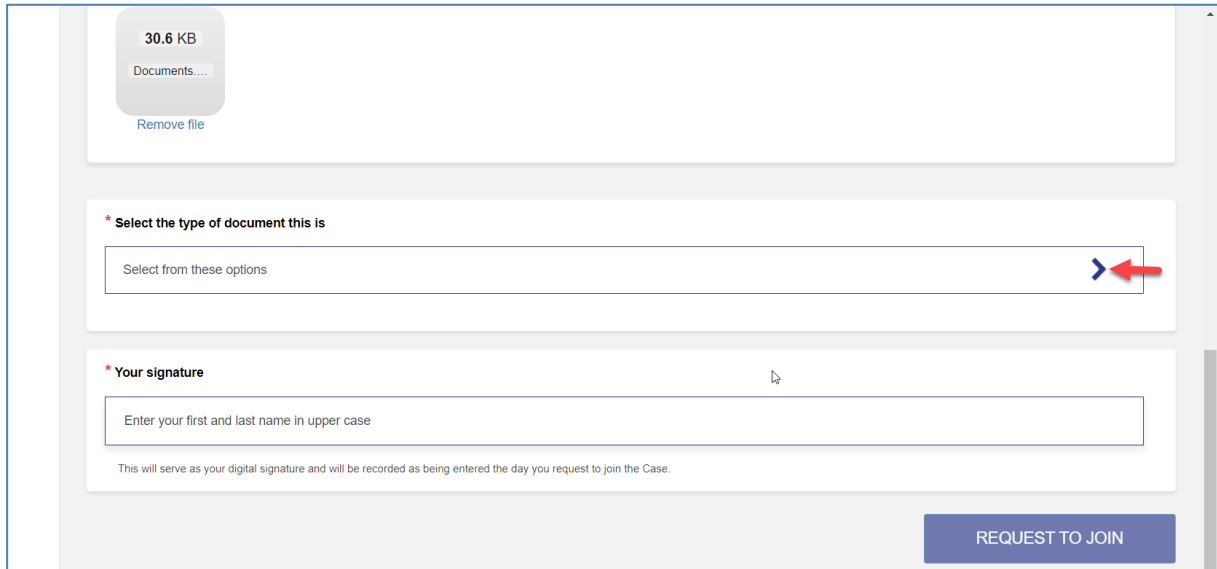
☐ Business or Company

CANCEL **SAVE**

11. Click on the Capacity drop down list to select the capacity.
12. Capture the names and the surname at the provided fields.
13. Click on the radio button to select whether the user is a person or a company.
14. Click on the **Save** button to save changes.

15. Click on the **Cancel** button to cancel the information captured on the screen.
16. Upload the supporting document.

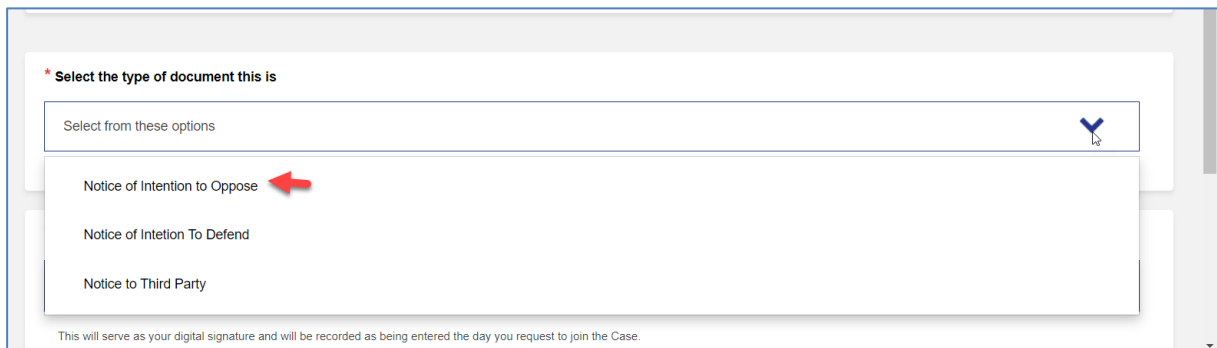
Figure 45 - Requesting to join screen



The screenshot shows a web interface for requesting to join a case. At the top, there is a document upload area showing a file named 'Documents....' with a size of 30.6 KB and a 'Remove file' link. Below this is a section titled '* Select the type of document this is' with a dropdown menu that says 'Select from these options'. A red arrow points to a blue chevron icon on the right side of the dropdown. Below the dropdown is a section titled '* Your signature' with a text input field that says 'Enter your first and last name in upper case'. Below the input field is a note: 'This will serve as your digital signature and will be recorded as being entered the day you request to join the Case.' At the bottom right, there is a blue button labeled 'REQUEST TO JOIN'.

17. Click on the arrow to select the type of document uploaded. The following screen will be displayed:

Figure 46 - Document type screen



The screenshot shows the same web interface as Figure 45, but with the dropdown menu open. The dropdown menu lists three options: 'Notice of Intention to Oppose', 'Notice of Intention To Defend', and 'Notice to Third Party'. A red arrow points to the 'Notice of Intention to Oppose' option. The rest of the interface, including the signature field and the 'REQUEST TO JOIN' button, remains the same.

18. Select the document type and add your signature.
19. Click **Request to join** button as shown in Figure 47.

Figure 47 - Request to join button

* Select the type of document this is

Notice of Intention to Oppose

* Your signature

Enter your first and last name in upper case

This will serve as your digital signature and will be recorded as being entered the day you request to join the Case.

REQUEST TO JOIN

NOTE

The request will be forwarded to the registrar for approval and once access to the case is granted the user will receive notification.

Notes

Chapter 4- Case lifecycle

This chapter consists of the sections listed below.

- a) Section 1 – File Stage
- b) Section 2 – In Pleadings Stage
- c) Section 3 – Pre-Trial Stage
- d) Section 4 – Creating Events and Bundles (Pre-Trial)
- e) Section 5 – Trial
- f) Section 6 – Motion Case
- g) Section 7 – Appeal Case
- h) Section 8 – Taxation
- i) Section 9 – Closed Cases

Section 1- Filing a Document

1. Description

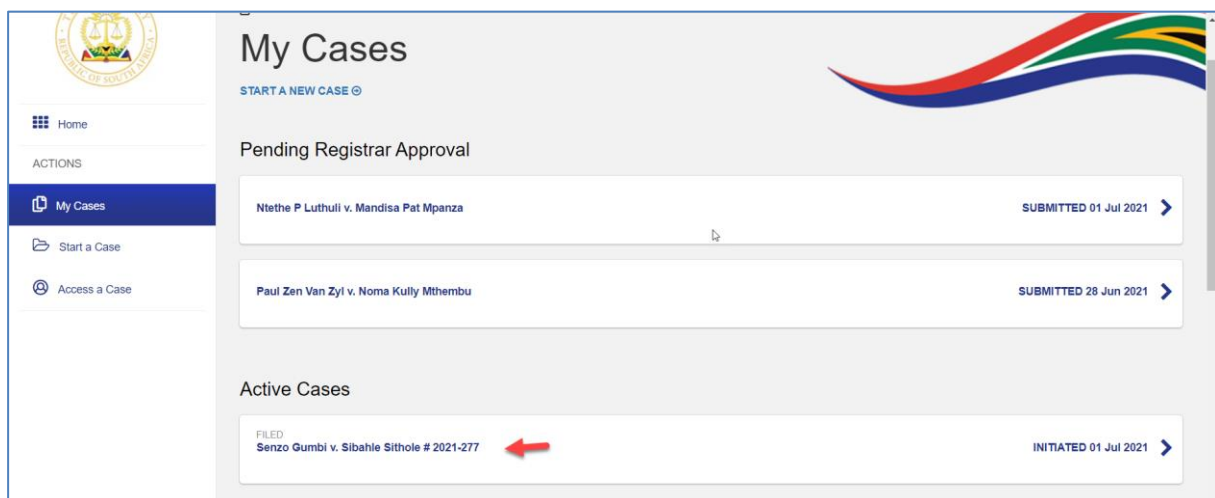
This feature provides a portal user with the ability to submit documents to the court as part of the court case process. Once the case has been issued by the registrar the portal user will be notified of the approval and can log in to the Portal to file the necessary case documents.

2. Submit a document

The following steps must be followed to file a document on the Portal.

1. Upon logging into the Portal, click on **My cases**. The following screen will be displayed:

Figure 48 - My Cases screen



2. Click on the case required case on the **Active cases**, option dropdown list.
3. The following screen will be displayed:

Figure 49 -Filed case screen

Case # 2021-148

John Smith v. Sindy Blose # 2021-148

CASE DETAILS
MY CASE DOCUMENTS
PARTIES & CONTACTS

CASE PROGRESS

FILED IN PLEADINGS PRE TRIAL TRIAL POST TRIAL

NEXT HEARING DATE

Not scheduled

4. The Filed radio box will be selected to indicated that the case has been filed.
5. Click on the **My case documents** menu to upload the case documents.
6. The following screen will be displayed:

Figure 50 - Uploading documents screen

Case # 2021-148

John Smith v. Sindy Blose # 2021-148

CASE DETAILS
MY CASE DOCUMENTS
PARTIES & CONTACTS

To Finalize the process, please upload supporting document.

Drag & drop or click to browse additional files for this case for registry approval

7. Click on the **Upload** icon to upload the case documents. The following screen will be displayed:

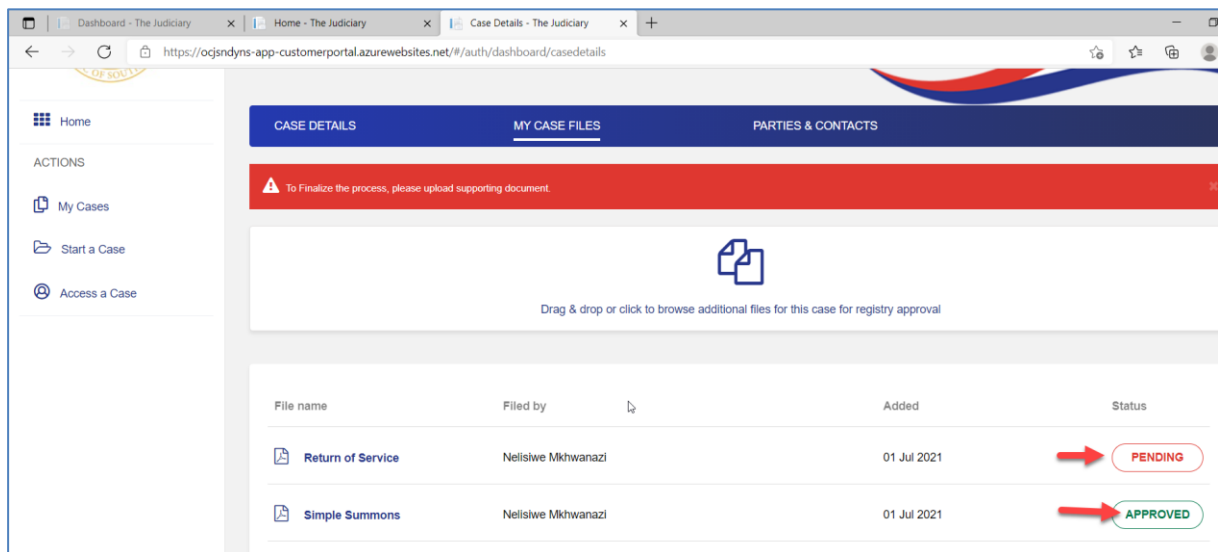
Figure 51 - Document type screen

8. Click on the arrow to select the relevant document and select the date and time of service.
9. Sign using your registered name and surname in capital letters. If you click on **Save as draft**, the document will be stored in temporary storage. If you click on **Submit**, the document will be submitted and a notification will be received as indicated on the screen below:

Figure 52 - Notification screen

10. Click **Ok**. The following screen will be displayed:

Figure 53 - Approved/pending documents screen



The status of the **Approved/Pending** documents will be indicated.

- (a) Approved documents are documents that have been approved by the Registrar or that do not need approval.
- (b) Pending documents are documents that are awaiting Registrar's approval.

3. Court Rules



The principal behind the court rule Service Level Agreement (SLA) is that there is a specified period (court days – working hours) whereby council is allowed to submit a document (an application) to the court file. The SLA intends to calculate the deadline by which a specific application type is to be submitted once a specific application has been filed.

The intention of the SLA is to provide a visual indication to litigants and registrars alike regarding potential violations of the SLAs as well as SLAs that have been violated as well. Furthermore, a notification is to be sent to warn of potential violations and violations that may have occurred on a case. The court rules information is displayed on an active case as shown in **Figure 54**.

Figure 54 - Court rules

Court Rules					
Name of SLA	Triggering Application	Number of Days	Deadline	Expected Application	SLA Violated
Declaration [Rule 20(1)]	Simple Summons	15		Declaration	False
Notice to Defend [Rule 19(1)]	Return of Service	10		Notice of Intention To Defend	False
Plea (Combined Summons) [Rule 22(1)]	Notice of Intention To Defend	20		Plea	False
Plea (Simple Summons) [Rule 22(1)]	Declaration	20		Plea	False
					Go to next 4 ➔

Notes

[illegible]

Section 2- Pleadings

1. Description

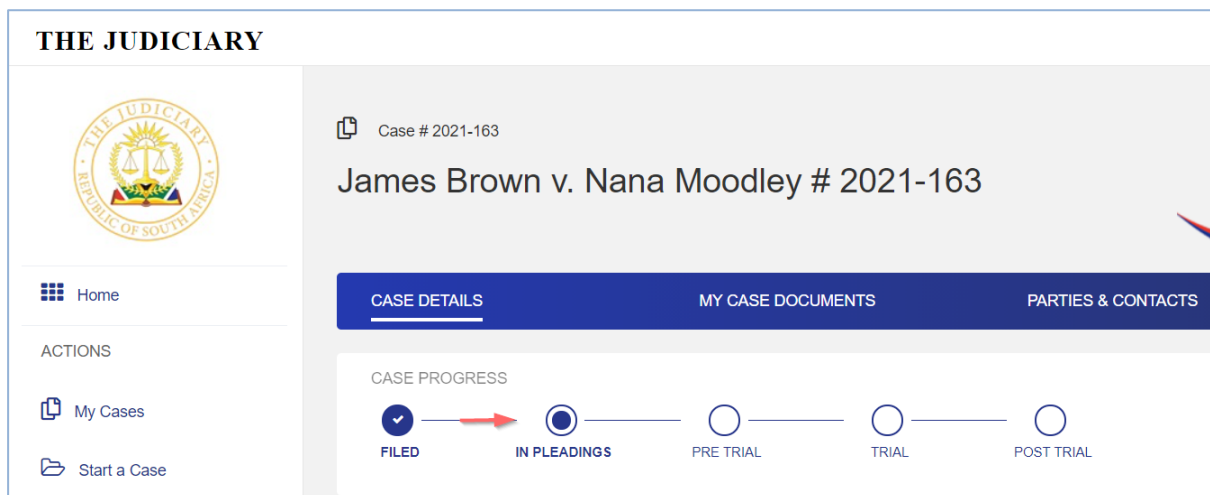
This is a stage where the different representatives will be filing documents or pleading in the case.

1. Process for pleadings

The following steps must be followed when the case is in pleadings.

1. Upon logging into Portal, click on the case under **Active cases**. The screen will be opened showing that the case process has moved to the **In pleadings** status. The **In pleadings** radio box will be selected as indicated on the screen below:

Figure 55 - In pleadings case screen



2. The case is now in pleadings. Click on **My case documents** menu on the screen. The following screen will be displayed:

Figure 56 - Upload document screen

Case # 2021-163

James Brown v. Nana Moodley # 2021-163

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS

To Finalize the process, please upload supporting document.

Drag & drop or click to browse additional files for this case for registry approval

File name	Filed by	Added	Status
Combined Summons	Thandi Brown	07 Aug 2021	APPROVED

3. Upload the document. The following screen will be displayed:

Figure 57 - Document type screen

CASE DETAILS CONTACTS

Please identify the document(s) uploaded

File Name

documents

Select One

Application for Default Judgement in terms of Rule 31(5)

Application for Pre-Trial Date

Application for Trial/Hearing Date

Certificate of ownership and encumbrances

Certificate of service of foreign process

Conditions of sale in execution of immovable property

Discovery Affidavit

Discovery Notice to inspect documents

Discovery Notice to procedure

Form of security under rule 45(5)

Heads of Argument

Notice in terms of rule 35(5)

Notice in terms of rule 43

Notice To Alleged Partner

Notice to Third Party

Other

Practice Notes

Return of Service

Subpoena

Select One

Action

Remove

* Your signature

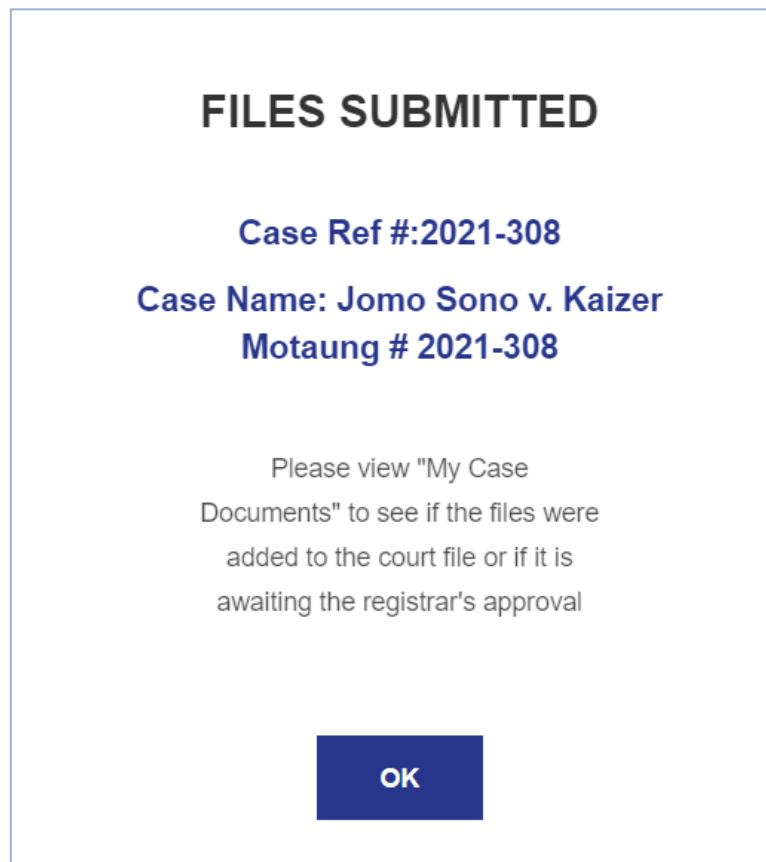
Enter your first and last name in upper case

This will serve as your digital signature and will be recorded as being entered the day you request to join the Case.

SAVE AS DRAFT SUBMIT

4. Select the type of document from the Documents dropdown list, e.g. heads of arguments.
5. Attach your signature and click on the **Submit** button.
6. The following notification will be displayed:

Figure 58 - Notification screen







7. Click on the **Ok** to close the notification screen.

NOTE

If the document needs to be approved by the Registrar, it will be indicated as pending.

8. If it is marked as auto approved, it will be automatically approved as indicated on the screen below:

Figure 59 -Approved document screen

Drag & drop or click to browse additional files for this case for registry approval			
File name	Filed by	Added	Status
 Simple Summons	Nelisiwe Mkhwanazi	01 Jul 2021	APPROVED
 Return of Service	Nelisiwe Mkhwanazi	01 Jul 2021	APPROVED
 Heads of Argument	Nelisiwe Mkhwanazi	01 Jul 2021	 APPROVED

Notes

[illegible]

Section 3-

Applying for hearing

1. Description

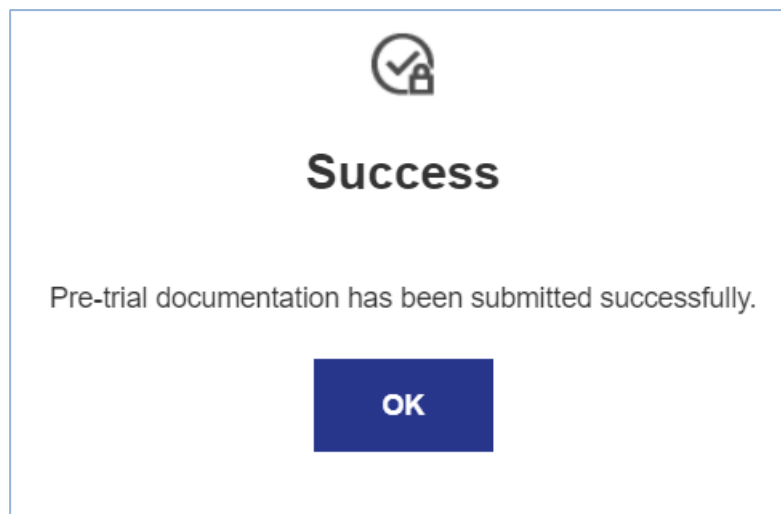
While the case is still in Pleadings, the two parties might not come to an agreement and they determine that they want to go to court and apply for hearing date.

2. Process to Apply for Hearing

The following steps must be followed when the case is in pleadings.

1. Upon logging into the Portal, click on your case under **Active cases** option.
2. The case will be opened.
3. Click on **My case documents** option on the **Judiciary** screen.
4. The screen where documents must be uploaded will be displayed.
5. Click on **Upload** icon to upload the document.
6. Select the document type e.g. application for trial/hearing date.
7. Sign the document.
8. Click on the **Submit** button.
9. A notification will be displayed to indicate that the document has been submitted and is now part of the case.

Figure 60 - Notification for pre-trial documentation



10. Click on the **Ok** button to close the screen.
11. The document will be indicated as pending if it needs to be reviewed by the registrar or approved if it is auto-approved.

Notes

[illegible]

Section 4- Creating events and bundles (Pre-Trial)

1. Description

Events are created by the Registrar and once created, the Portal user can create the bundle for the event. The user can add documents to the bundle relating to the event.

2. Create an event and bundles

Follow the steps to indicate readiness for a trial or a hearing:

1. Go to the **Portal** to file your documents.
2. Click on **My cases** then upload the case documents.
3. The screen will be displayed with the Pre-trial radio box selected to indicate that the case has moved to the pre-trial phase.

Figure 61 - Pre-trial screen



4. The created event will be displayed under case details.
5. Select the event on **Please select a hearing date** drop down option

Figure 62 - Hearing date selection

Please select a hearing date

24/3/2022 - Rule 43 Applications Slie Moeti v. ABC 123 Ltd # 2022-062

24/3/2022 - Rule 43 Applications Slie Moeti v. ABC 123 Ltd # 2022-062

Create Bundle

* Upload Pre-hearing document for the hearing 24/3/2022 - Rule 43 Applications Slie Moeti v. ABC 123 Ltd # 2022-062

Upload pre hearing document.

Drag & drop or click to browse your PDF file

* Trial Readiness

☒ Ready for Hearing/Trial ☐ Remove Hearing / Trial from Roll

Hearing Estimate #

0

6. Click on **Upload** icon to upload the relevant documents.
7. Select the document type e.g. practice notes
8. Sign the document.
9. Indicate the estimated duration of the trial/hearing on **Hearing estimate #** field.
10. Indicate **Hearing Estimate Units** as illustrated.

Figure 63 - Hearing estimate screen

* Trial Readiness

☒ Ready for Hearing/Trial ☐ Remove Hearing / Trial from Roll

* Hearing Estimate #

0

* Hearing Estimate Units

Select

Select

Days

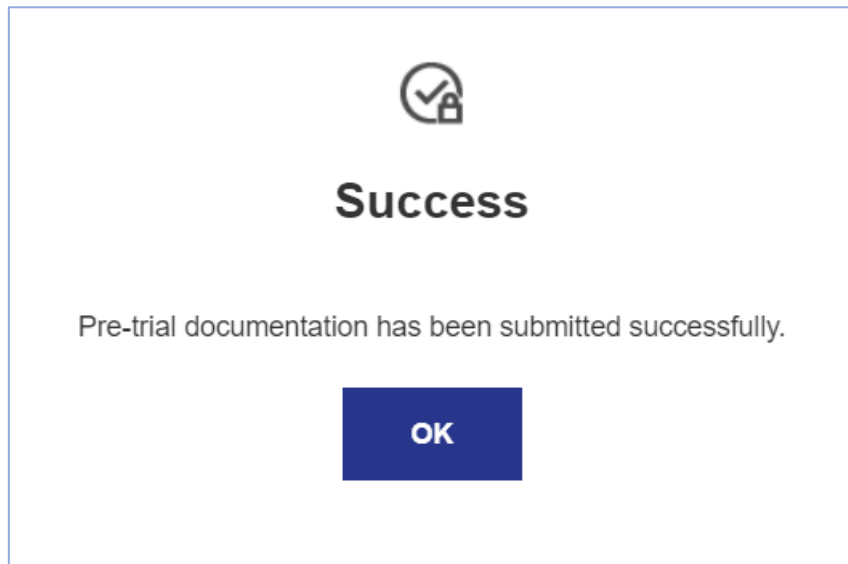
Hours

SUBMIT

11. Click on the **Submit** button.

12. A notification will be displayed to indicate that the document has been submitted. Once it is submitted, it will become part of the case.
13. The notification will be sent as indicated below:
14. click on the **Ok** button to close the screen.

Figure 64 - Notification screen



3. Bundles

A court bundle is a folder(s) which contains copies of all the documents which are considered relevant to a court case. Once an event is available on the system, the user is able to create a bundle.

1. Upon logging into Portal, click on the case under **Active cases**
2. The case opens as displayed below

Figure 65 - Case details

Name of SLA	Triggering Application	Number of Days	Deadline	Expected Application	SLA Violated
Declaration [Rule 20(1)]	Simple Summons	15		Declaration	False

3. Scroll down and click on the **Create bundle** on the case details screen as displayed in **Figure 66**.

Figure 66 - Create bundle button

Name of SLA	Triggering Application	Number of Days	Deadline	Expected Application	SLA Violated
Declaration [Rule 20(1)]	Simple Summons	15		Declaration	False
Notice to Defend [Rule 19(1)]	Return of Service	10		Notice of Intention To Defend	False
Plea (Combined Summons) [Rule 22(1)]	Notice of Intention To Defend	20		Plea	False
Plea (Simple Summons) [Rule 22(1)]	Declaration	20		Plea	False

Go to next 4 →

Please select a hearing date

7/6/2022 - Civil Trials Slie Moeti v. ABC 123 Ltd # 2022-062

Create Bundle

4. The bundle will be created in the Portal and Caselines.

- Go to **My case documents** and click on the **Bundle** button.

Figure 67 - Bundle button

- The following screen will be displayed:

Figure 68 - Bundle screen

<input checked="" type="checkbox"/>	Application for Trial/Hearing Date	Notice of Motion with Fo	▼
<input checked="" type="checkbox"/>	Heads of Argument	Simple Summons	▼
<input checked="" type="checkbox"/>	Practice Notes	Combined Summons	▼
<input type="checkbox"/>	Practice Notes	Select Bundle Section	▼
<input type="checkbox"/>	Practice Notes	Select Bundle Section	▼
<input type="checkbox"/>	Return of Service	Select Bundle Section	▼
<input type="checkbox"/>	Simple Summons	Select Bundle Section	▼

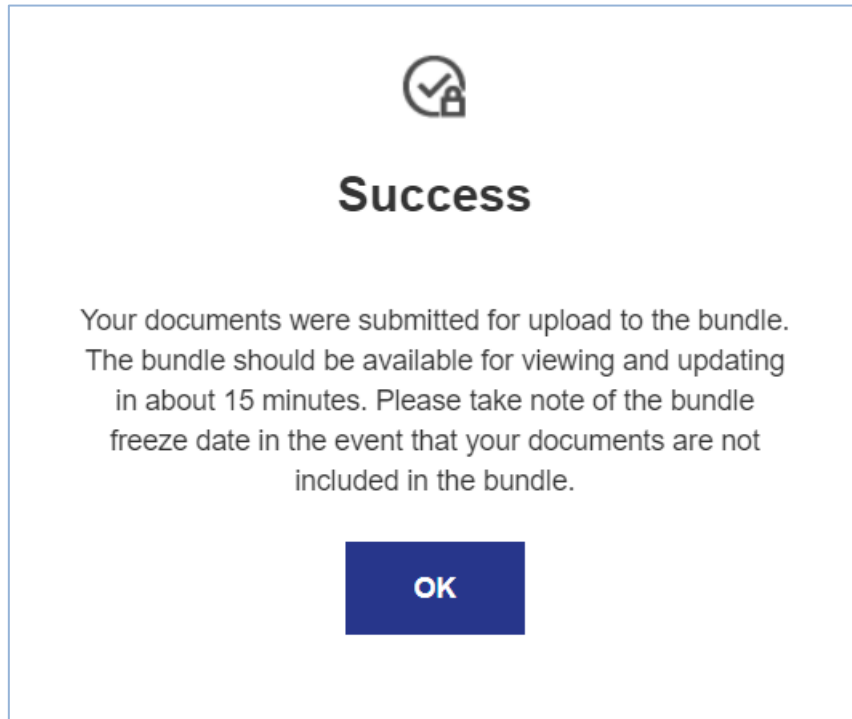
Go to Bundle

Add Selection to Bundle

- Select the documents that must be added to the case and indicate the name of the document.
- Click on the **Add selection to bundle** button.

9. The notification screen will pop up on the screen to indicate that the bundle will be available for viewing. If the document is big it will take some time to load.
10. Click on the **Ok** button to close the screen.

Figure 69 - Notification screen



NOTE

If the bundle freeze date has been reached, no documents can be added to the bundle.

11. Click on the **Bundle name** link as displayed below:

Figure 70 - Bundle name link

Slie Moeti v. ABC 123 Ltd # 2022-062

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS

File Pre Trial Documentation Now.

To Finalize the process, please upload supporting document. (Note: A maximum of 1 document can be uploaded in one submission)

Drag & drop or click to browse additional files for this case for registry approval

File name	Filed by	Added	Status
Bundle_21_Mar_2022		17 Mar 2022	BUNDLE

12. The following screen will be displayed where all the documents added to the bundle will be displayed:

Figure 71 - Document screen

Home Find View Present Notes Download People

1: MergedOutput_KBY_2021.07.01.22.32.pdf (02 July 2021) in 001: Notice of Motion with Founding Affidavit (Loaded)

Gauteng Division, Pretoria

CASE NO: 2021-277

In the matter between:

Senzo Gumbi Plaintiff

and

Sibahle Sithole Defendant

Application for Trial/Hearing Date

NOTE: This document was filed electronically and issued by Registrar on 1/7/2021 at 10:32:08 PM South African Standard Time (SAST). Details of the filing and important additional information are set out in this Cover Page. The time and date the document was filed by the party is presented on the header of each page of this document.

REGISTRAR OF THE CONSTITUTION COURT OF SOUTH AFRICA BRAAMFONTEIN

ELECTRONICALLY SIGNED BY:

Notes

[illegible]

Section 5- Trial

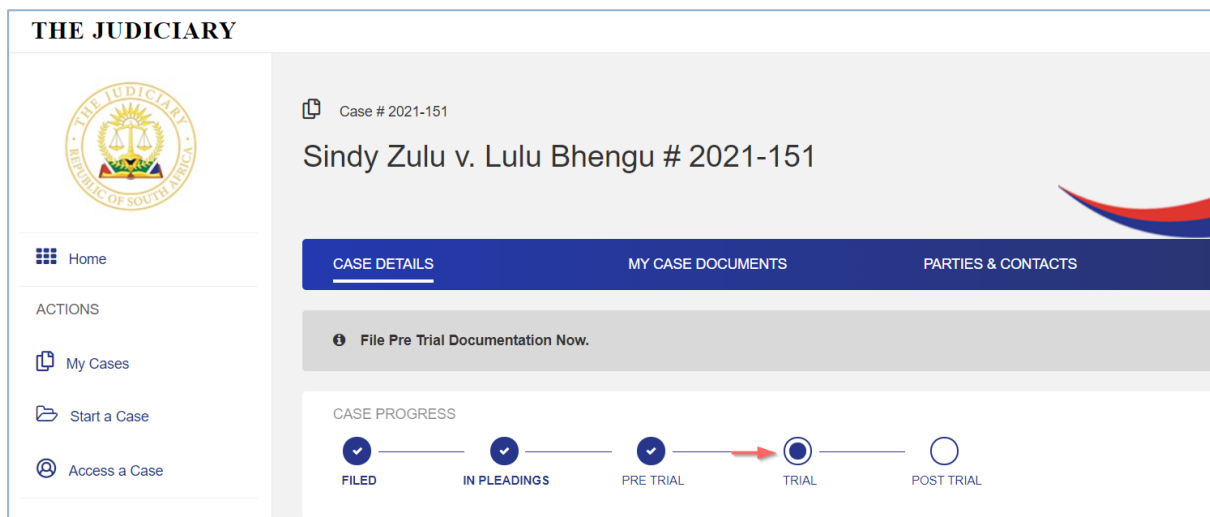
1. Description

When the case is on the trial stage, it means the case is enrolled. All the endorsements will be captured as outcomes. The judge will give the outcome/ judgement regarding the case conducted. That outcome/judgement must be captured either against the event or the case. Once all the outcomes have been captured, the case will move to the next stage, post-trial.

2. The trial screen

1. Upon logging into Portal, click on the case under **Active cases**. The screen will be opened showing that the case process has moved to the **Trial** status. The **Trial** radio box will be selected as indicated on the screen below:

Figure 72 - Trial screen



Notes

Section 6- Motion case

1. Description

A written application made to a court or judge to obtain a ruling or order directing that some act be done in favour of the applicant. In an application, the matter is determined with reference only to the papers and as a general rule, no oral evidence is permitted.

2. Filing of Documents

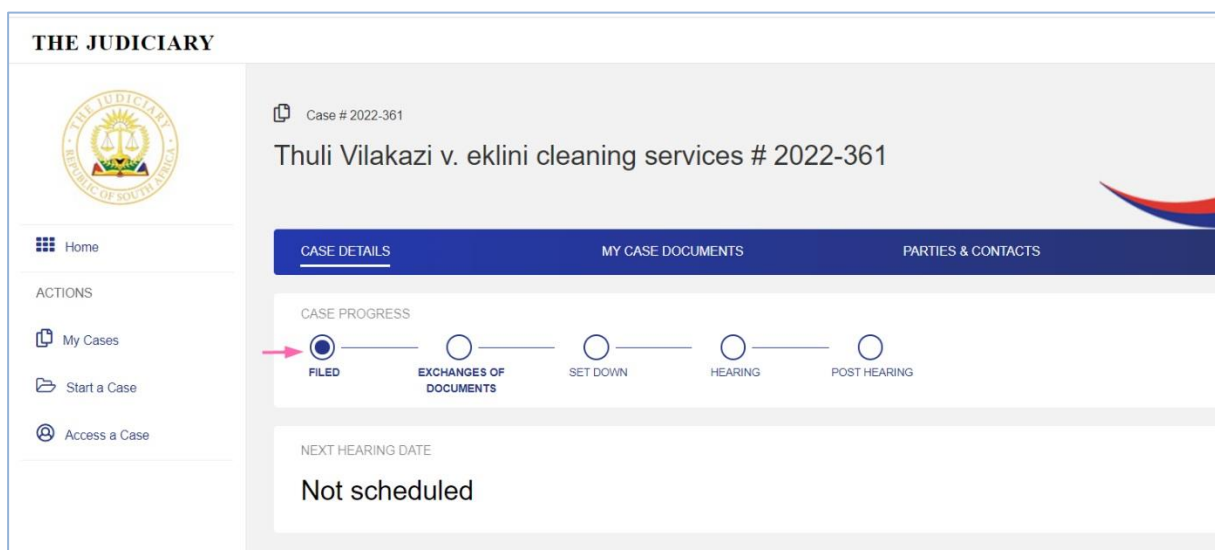
When the case is issued by the registrar it moves to the filling stage where parties can submit the required documents like the return of service.

3. Process to submit a document

The following steps must be followed to File a document on the Portal:

1. Upon logging into the Portal, click on **My cases** option.
2. Click on the case on the **Active cases**, option.
3. The following screen will be displayed:

Figure 73 -Filed case screen



4. The **Filed** radio box will be selected to indicate that the case has been filed.
5. Click on **My case document** menu to upload documents as displayed below.

Figure 74 - My case documents

THE JUDICIARY

Case # 2022-092

Joe Smith v. Sally Smith # 2022-092

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS

To Finalize the process, please upload supporting document. (Note: A maximum of 1 document can be uploaded in one submission)

Drag & drop or click to browse additional files for this case for registry approval

File name	Filed by	Added	Status
Notice of Motion (Long Form)	Sle Moeti	25 May 2022	APPROVED

6. Click on the **Upload** icon to upload the relevant documents.
7. Select the document type.
8. Sign the document by adding the signature.
9. Click on the **Submit** button.
10. Click on **Ok** button to close the notification screen.
11. The defendant may request access to the case and can add the **notice of intention to defend**.

NOTE

Default judgement: During the filing stage the applicant can upload documents to apply for default judgement if the respondent does not respond to the case. If the default judgement is granted the case status will be changed to post hearing status.


4. Exchange of documents

This is a stage where the different representatives will be exchanging documents or pleading in the case.

1. The **Exchange of documents** radio box will be selected to indicate that the documents may be shared between the two parties in the matter as illustrate on the screen below:

Figure 75 - Exchange of documents stage

THE JUDICIARY



Home

ACTIONS

My Cases

Start a Case

Access a Case

Case # 2022-361

Thuli Vilakazi v. eklini cleaning services # 2022-361

CASE DETAILS

MY CASE DOCUMENTS

PARTIES & CONTACTS

CASE PROGRESS

FILED

EXCHANGES OF DOCUMENTS

SET DOWN

HEARING

POST HEARING

NEXT HEARING DATE

Not scheduled

5. Set Down

When the process of exchange of documents is completed, the application is set down for hearing where the parties will attempt to prove, with evidence, what is averred in the exchange of documents.

1. The **Set down** radio box on will be selected to indicate the status as illustrated on the screen below:

Figure 76 - Set down

The screenshot displays the 'THE JUDICIARY' interface for Case # 2022-361, titled 'Thuli Vilakazi v. eklini cleaning services # 2022-361'. The left sidebar includes a 'Home' link and an 'ACTIONS' menu with 'My Cases', 'Start a Case', and 'Access a Case'. The main content area has three tabs: 'CASE DETAILS' (selected), 'MY CASE DOCUMENTS', and 'PARTIES & CONTACTS'. A notification bar states 'File Pre Trial Documentation Now.' Below this, the 'CASE PROGRESS' section shows a sequence of steps: 'FILED' (completed), 'EXCHANGES OF DOCUMENTS' (completed), 'SET DOWN' (selected with a radio button), 'HEARING' (pending), and 'POST HEARING' (pending). A pink arrow points to the 'SET DOWN' step.

6. Ready for hearing

The parties indicate their readiness for a hearing.

Figure 77 – Case details - Hearing date selection

This screenshot shows the 'Hearing date selection' screen within the 'THE JUDICIARY' system for Case # 2022-361. The interface is similar to Figure 76, but the 'CASE PROGRESS' section now shows 'SET DOWN' as completed and 'HEARING' as the current step. Below the progress bar, a section titled 'Please select a hearing date' contains a text input field with the value '14/2/2022 - Opposed Motion Thuli Vilakazi v. eklini cleaning services # 2022-361'. A pink arrow points to this input field.

1. Select the event on **Please select a hearing date** drop down list.
2. Click on the **Upload** icon to upload the relevant documents.
3. Select the document type e.g. practice notes.
4. Sign the document.
5. On the **Trial readiness** option indicate whether the user is ready for trial or not.
6. Indicate the estimated duration of the trial/hearing on **Hearing estimate** field.
7. Indicate hearing estimate units by selecting from the drop-down list.

7. Hearing

The presiding judge shall decide on the appropriate mode of hearing to address the application. When the hearing is conducted the outcome will be recorded.

1. The **Hearing** radio box will be selected to indicate that the status of the case is at the hearing stage.

Figure 78 - Hearing

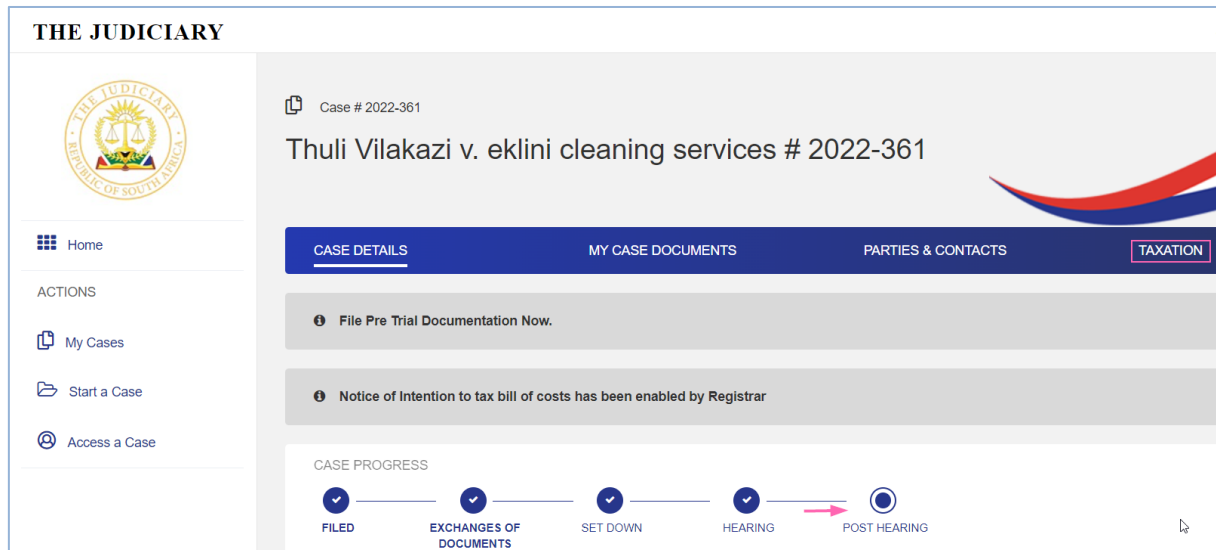
The screenshot displays the 'THE JUDICIARY' web application interface. On the left is a sidebar with the judiciary logo and navigation links: Home, My Cases, Start a Case, and Access a Case. The main content area shows 'Case # 2022-361' for 'Thuli Vilakazi v. eklini cleaning services # 2022-361'. Below the case title are three tabs: 'CASE DETAILS' (active), 'MY CASE DOCUMENTS', and 'PARTIES & CONTACTS'. A message states 'File Pre Trial Documentation Now.' Below this is a 'CASE PROGRESS' section with a horizontal timeline. The timeline includes five stages: 'FILED' (checked), 'EXCHANGES OF DOCUMENTS' (checked), 'SET DOWN' (checked), 'HEARING' (radio button selected), and 'POST HEARING' (radio button unselected). A pink arrow points to the 'HEARING' stage.

8. Post Hearing

When the hearing process is concluded, the trial will then proceed to the post hearing status. The **Taxation** tab will be available on the post hearing step. To file for taxation, follow the steps in Chapter 4; Section 8 **Taxation**.

1. The Post hearing radio box will be selected to indicate that the trial is at the post hearing stage.

Figure 79 - Post hearing



Section 7- Appeal case

1. Description

Where a dissatisfied litigant is of the view that the judgment ought to be set aside because the court reached the wrong conclusion on the facts or law, the appropriate remedy is to appeal. Since an appeal involves re-evaluation of the court's decision, it will be based solely on the record of the proceedings.

Appeal proceedings are instituted by lodging an application for leave to appeal. Leave to appeal is not granted automatically and the party bringing the application must first apply for leave to appeal to the court that handed down the decision.

2. Filing of documents

When the case is issued by the registrar it moves to the filed stage where the appellant can submit the required documents like the return of service.

1. The **Filed** radio box will be selected to show that the appeal is at a stage where it is at the filed stage as illustrated on the screen below:

Figure 80 - Filed stage Appeal case

The screenshot displays the 'THE JUDICIARY' case management system interface. On the left is a sidebar with the judiciary logo and navigation links: Home, My Cases, Start a Case, and Access a Case. The main content area shows 'Case # 2022-362' and the case name 'Thandi BLOSSOM v. Jane Jama # 2022-362'. Below this are three tabs: 'CASE DETAILS' (selected), 'MY CASE DOCUMENTS', and 'PARTIES & CONTACTS'. The 'CASE PROGRESS' section features a horizontal timeline with five stages: FILED, FILING, HEADS, APPEAL HEARING, and POST APPEAL HEARING. The 'FILED' stage is the first and is highlighted with a pink arrow pointing to its selected radio button. The 'NEXT HEARING DATE' section is visible at the bottom.

3. Submit a Document

The following steps must be followed to file a document on the Portal:

1. Upon logging in to the Portal, click on **My cases** option.
2. Under **Active cases**, click on the relevant appeal case.
3. Click on **My case documents** to upload the documents.
4. Select the type of document uploaded and sign the document.
5. Click on the **Submit** button to file the document.
6. Click on the **Ok** button to close the notification screen.

4. Filing Stage

During the filing stage the appellant will upload the relevant documents required for the appeal process. Once the registrar has received all the documents, the case is moved to the next stage, heads of arguments.

1. The **Heads** radio box will be selected to indicate that the appeal is the stage where heads of arguments will be heard.

Figure 81 - Filing stage Appeal case

The screenshot displays the user interface for an appeal case in the filing stage. On the left, there is a sidebar with the South African Judiciary logo and navigation links: Home, My Cases, Start a Case, and Access a Case. The main content area shows the case title 'THANDI BLOSSOM v. JANE JAMA # 2022-357' and a tabbed interface with 'CASE DETAILS', 'MY CASE DOCUMENTS', and 'PARTIES & CONTACTS'. The 'CASE PROGRESS' section features a horizontal timeline with five stages: FILED (completed with a checkmark), FILING (current stage with a red arrow), HEADS, APPEAL HEARING, and POST APPEAL HEARING. Below this, the 'NEXT HEARING DATE' is listed as 'Not scheduled'.

5. Heads

The legal representatives must each upload all necessary documents, heads of argument and practice notes.

Figure 82 - Heads

The screenshot displays the 'THE JUDICIARY' web application. On the left is a sidebar with the judiciary logo and navigation links: Home, My Cases, Start a Case, and Access a Case. The main content area shows 'Case # 2022-357' and the title 'THANDI BLOSSOM v. JANE JAMA # 2022-357'. Below this is a tabbed interface with 'CASE DETAILS' selected. A 'CASE PROGRESS' section shows a sequence of five stages: FILED (completed), FILING (completed), HEADS (selected with a radio button), APPEAL HEARING, and POST APPEAL HEARING. A pink arrow points to the 'HEADS' stage. At the bottom, there is a field for 'NEXT HEARING DATE'.

6. Appeal Hearing

When the case is at appeal hearing that means the case is enrolled. All the endorsements will be captured as outcomes. The judge will give the outcome/ judgment regarding the case conducted. That outcome/judgment should be captured either against the event or the case. Once all the outcomes have been captured, the case will move to the next stage, post appeal hearing.

1. The **Heads** radio box will be selected to indicate that the appeal is the stage where heads of arguments will be heard.

Figure 83 - Appeal hearing

THE JUDICIARY

Case # 2022-357

THANDI BLOSSOM v. JANE JAMA # 2022-357

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS

File Pre Trial Documentation Now.

CASE PROGRESS

FILED FILING HEADS **APPEAL HEARING** POST APPEAL HEARING

Please select a hearing date

7/2/2022 - Hearing THANDI BLOSSOM v. JANE JAMA # 2022-357

7. Post Appeal Hearing

After the hearing the case moves to post appeal hearing stage. The **Taxation** tab is available on the post hearing step. To file for taxation, follow the steps in Chapter 4; Section 8 Taxation.

Figure 84 - Post appeal hearing

THE JUDICIARY

Case # 2022-357

THANDI BLOSSOM v. JANE JAMA # 2022-357

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS **TAXATION**

File Pre Trial Documentation Now.

Notice of Intention to tax bill of costs has been enabled by Registrar

CASE PROGRESS

FILED FILING HEADS APPEAL HEARING **POST APPEAL HEARING**

Section 8- Taxation

1. Description

This function enables a Portal user to submit a notice of intention to tax bill of costs together with all the bill(s) to be taxed. The taxation process contains 4 options;

- a) Settled Bills
- b) Notice of Intention to Tax Bill of Costs;
- c) Notice of Objection to Tax Bill of Costs; and
- d) Taxation Hearing.

The following steps must be followed when the case is in post-trial stage.

1. Upon logging into the Portal, click on the case under **Active cases**.
2. The screen will be opened showing that the case process has moved to post trial as indicated on the screen below:

Figure 85 - Post trial screen



2. Upload settled bills

These steps must be followed to upload settled bills:

1. Click on the **Taxation** tab.
2. Click on the **Settled bills** radio button as shown in **Figure 86**

Figure 86 - Settled bills button

THE JUDICIARY

Case # 2022-358

Motion Blose v. Speed Baloyi # 2022-358

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS TAXATION

File Pre Trial Documentation Now.

Notice of Intention to tax bill of costs has been enabled by Registrar

What document you are submitting?

☒ Settled Bills ☐ Notice of Intention to Tax a Bill of Costs ☐ Notice of Intention to Object Bill of Costs ☐ Application for taxation

3. Upload documents
4. Select the document type by selecting the settled bills document type.
5. To upload the individual settled bills, Click on upload document option as displayed in **Figure 87**

Figure 87 - Settled bills: Drag and drop button

Settled Bills | Notice of Intention to Tax a Bill of Costs | Notice of Intention to Object Bill of Costs | Application for taxation hearing

⚠ Please identify the document(s) uploaded NOTE: Ensure that you are uploading the correct document. A document cannot be removed once the blue "SUBMIT" button is clicked.

File Name	Type of document	Action
bill of costs	Settled Bills	Remove

*** Bills of Cost**

Upload **Submit all** **Delete**

Drag & drop your PDF file's. or browse

6. Select the bills to upload
7. Click on the **Open** button.
8. The bills are displayed at the bottom of the window as shown in **Figure 88**.

Figure 88 - Individual bills







Upload **Submit all** **Delete**

Drag & drop your PDF file's. or browse

File Name	#	Amount	Status	Court reference
bill 1.pdf	* Enter bill reference	* Enter bill amount	Pending Submission	To be assigned
cost for expert.pdf	* Enter bill reference	* Enter bill amount	Pending Submission	To be assigned
bill 2.pdf	* Enter bill reference	* Enter bill amount	Pending Submission	To be assigned

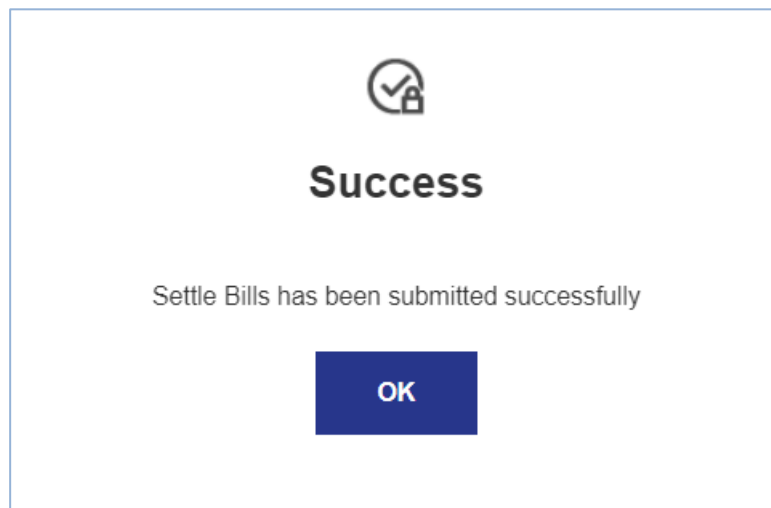
9. For each bill loaded enter a bill reference and the bill amount.

Figure 89 -Bill reference and Bill amount

File Name	#	Amount	Status	Court reference
  bill 1.pdf	xy4526	5000	Pending Submission	To be assigned
  cost for expert.pdf	ui123	4000	Pending Submission	To be assigned
  bill 2.pdf	* Enter bill reference	* Enter bill amount	Pending Submission	To be assigned

10. Click on the **Submit all** button.
11. The settled bills will be submitted.
12. Click on **Ok** button to confirm and close the notification screen as illustrated below:

Figure 90 - Settle bills submitted button



3. File notice of intention to tax bill of costs

Follow the following steps to file notice of intention to tax bill of costs:

1. Click on the **Taxation** tab to upload the notice of intention to tax bill of costs.
2. Click on **Notice of intention to tax a bill of costs** radio button as illustrated below:

Figure 91 - Notice of intention to tax bill of costs

3. Upload the document.
4. Select Notice of intention to tax bill of cost on Type of document as displayed below.

Figure 92 - Notice of intention to tax bill of cost document type

NOTE

Only one (1) notice of intention to tax bill of costs is allowed per case.

- To upload the individual bills, click on the **Drag and drop** button document button as displayed in Figure 93.

Figure 93 – Drag and drop button

File Name	Type of document	Action
notice of intention to tax bill of cost	Notice of intention to tax bill of costs	Remove

*** Bills of Cost**

[Upload](#)
[Submit all](#)
[Delete](#)

Drag & drop your PDF file's.

 or browse

- User uploads each individual bill (document) as a separate PDF. Multiple file select / upload is available to the user for each individual bill uploaded.
- For each bill the user must add a reference and the bill amount

Figure 94 - Add Reference and amount

[Upload](#)
[Submit all](#)
[Delete](#)

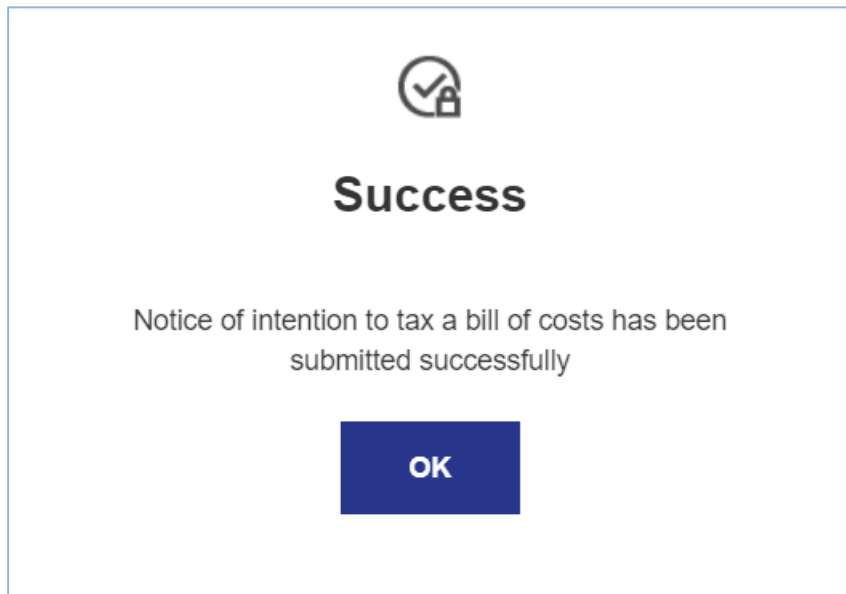
Drag & drop your PDF file's.

 or browse

File Name	#	Amount	Status	Court reference
<input checked="" type="checkbox"/> invoice xyz.pdf	XYZ202105	5000	Pending Submission	To be assigned

- Tick all the bills to select them and click on **Submit all**
- A notification will be displayed to indicate that the notice of intention to tax bill of costs has been submitted.

Figure 95 - Notification



10. Click on the **OK** button to close the notification screen

4. Notice of objection to tax bill of costs

This feature enables a portal user to submit a notice of objection to tax bill of costs and to identify the bills to which the user objects.

5. Process to file Notice of objection to tax bill of costs

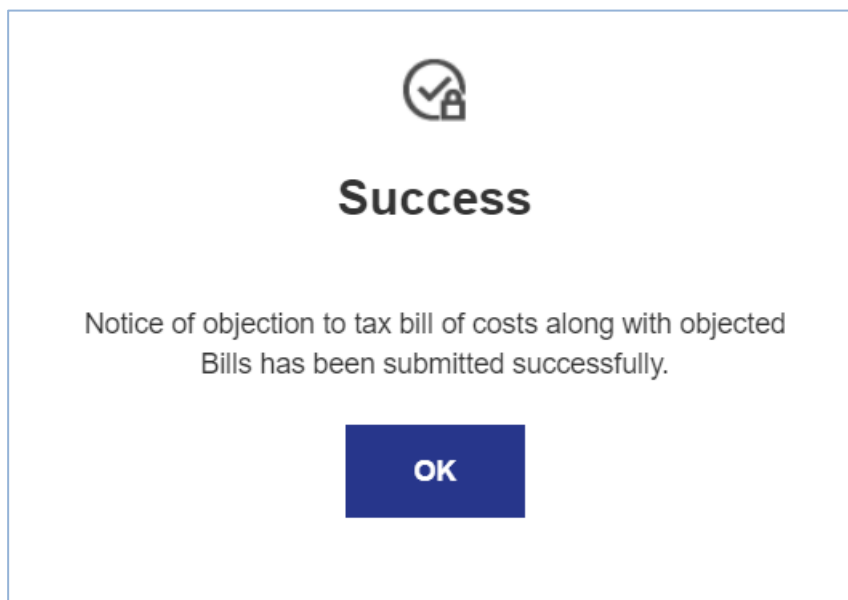
The steps must be followed to access Notice of Intention to Object Bill of costs

1. The portal user clicks on the **Taxation** tab
2. Select the **Notice of intention to object bill of costs** radio button
3. Upload your **Notice of intention to object bill of costs** document

Figure 96 - Upload Notice of Intention to Object Bill of costs

4. Selects the bill(s) that user objects to and click on **Submit selection**. The system updates the status of each bill objected to.
5. A notification will be displayed to indicate that the notice of objection to tax bill of costs has been submitted.

Figure 97 - Notification



6. Click on the **Ok** button to close the notification screen.

6. Application for Taxation hearing

This function enables a Portal user to apply for a taxation hearing.

To apply for a taxation hearing, the following steps must be followed:

1. Click on the **Taxation** tab.
2. Select **the application for taxation hearing** radio button.

Figure 98 - Application for taxation hearing

John Smith v. Sindy Blose # 2021-148

CASE DETAILS MY CASE DOCUMENTS PARTIES & CONTACTS **TAXATION**

i Notice of Intention to tax bill of costs has been enabled by Registrar

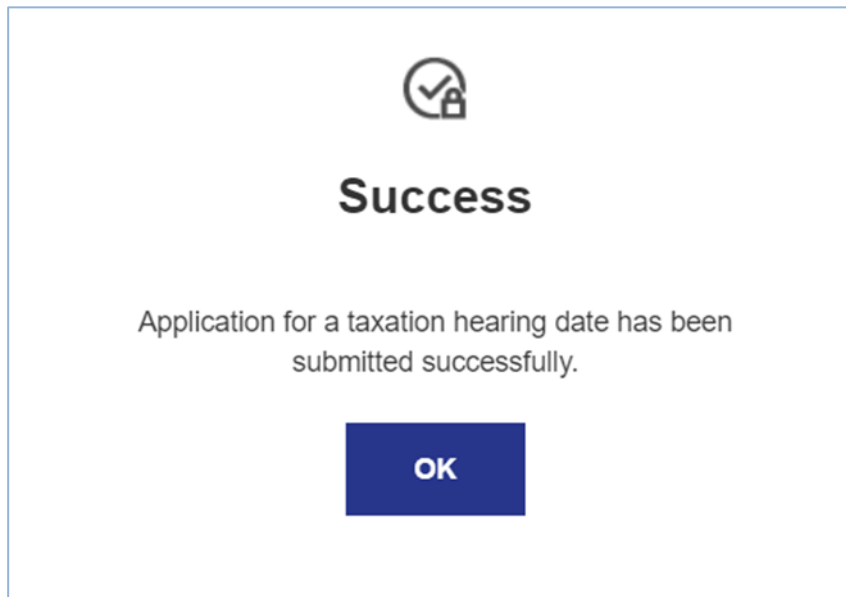
i Notice of Objection to tax bill of costs has been enabled.

What document you are submitting?

☐ Settled Bills ☐ Notice of Intention to Tax a Bill of Costs ☐ Notice of Intention to Object Bill of Costs ☒ Application for taxation hearing

3. Upload the document for the taxation hearing date.
4. Select the document type e.g. taxation hearing document and sign the document
5. Click on the **Submit** button.
6. The following notification screen will be displayed:

Figure 99 - Notification



7. Click on the **Ok** button.
8. The application will be sent to the registrar for approval.
9. The portal user will receive a notification once the application document has been filed.
10. A taxation hearing will be scheduled by the registrar. After the hearing, the registrar will update the taxation details on the system.

Notes

[illegible]

Section 9- Closed cases

1. Description

When the case is closed it will be marked as closed and the Portal user will not be able to open the case to view the case details.

1. Upon logging into the Portal, click on **My cases**.
2. The following screen will be displayed

Figure 100 - Closed cases



3. Close cased are listed at the bottom of the screen.

Notes

[illegible]

Annex A: Distribution list

Annex A: Name	Annex B: E-mail
Lillian Makgolela	Lillian.Lenyai@sita.co.za
Jenny Naidoo	Jenny.Naidoo@sita.co.za
Liliana Cortesi	Liliana.cortesi@sita.co.za