



COURT ONLINE is an end-to-end digital case management and evidence management system for the High Court of South Africa. It provides Law Practitioners the opportunity to file documentation electronically online without being physically present and allows Judges the ease of managing court evidence instantaneously online.

COURT ONLINE AIMS TO:

- Minimise the physical movement of people within the Courts
- Minimise paper court documents from parties to the court
- Leverage the benefits of electronic storage i.e. faster document filing and retrieval, eradication of the misplacement of case files, concurrent access to view the same case filed by different parties, etc.

COURT ONLINE CONSISTS OF 2 COMPONENTS:

1. CASE MANAGEMENT SYSTEM

This is the digitalisation of case documentation submitted to the Court as part of the case.

2. EVIDENCE MANAGEMENT SYSTEM

CaseLines is an evidence management system that allows Judges and legal teams the opportunity to efficiently and securely prepare, paginate, collate, redact, share and present court evidence/ legal bundles, documentation and video evidence in a single online system.



**COURT
ONLINE**



REGISTER NOW ON:
<https://sajustice.caselines.com>



HAVE YOU REGISTERED ON CASELINES?

IF NOT, YOU RUN THE RISK OF YOUR
MATTER NOT BEING HEARD IN COURT!

FOR MORE INFORMATION, CONTACT:

HELPPDESK NUMBER: 0861 5000 52
SUPPORT EMAIL ADDRESS:
courtonline@judiciary.org.za

FOR UP TO DATE INFORMATION, VISIT:
www.judiciary.org.za



**COURT
ONLINE**



**OCJ COURT ONLINE
CASELINES**

The Office of the Chief Justice (OCJ) has embarked on an exciting journey of developing an end-to-end e-filing system for the High Courts

<https://sajustice.caselines.com>





FREQUENTLY ASKED QUESTIONS

HOW DO I PAGINATE MY EVIDENCE AUTOMATICALLY?

Evidence uploaded into CaseLines is paginated automatically by the system, in the top right hand corner of the evidence in red text. To run page numbers continually throughout your evidence bundle, search your case in the View Case List tab > Update Case > Bundles > Untick the Section Numbering Restarts in the Bundle>Save and refresh your page.

If indexes or other documents are added in between your evidence as inserted documents, and require a different page pagination (i.e. page 101a, 101b, 101c, etc.), View Case List tab > Update Case > Sections > Update All Documents > Search for the document to be inserted and Tick the Inserted box.

HOW TO GET A PAPER ISSUED MATTER CREATED ON CASELINES?

Send an email to: Ptacaselines@judiciary.org.za or JHBcaselines@judiciary.org.za for the creation of all matters issued physically, prior to 17 March 2020 and not yet created on CaseLines. Once the case has been created you will receive an email message that will guide you on the next steps you must follow.

HOW TO DIGITALLY SET MATTER DOWN/ REMOVE MATTERS SET DOWN?

For the Gauteng Division (Pretoria) send an email to:

- PtaUpdateapplications@judiciary.org.za – for application of unopposed motion dates
- Ptaenrolment@judiciary.org.za – for final enrolment / set downs of unopposed motions
- PtaOdateapplications@judiciary.org.za – for opposed motion date applications
- PtaOenrolment@judiciary.org.za – for final enrolment / set downs of opposed motions
- CivilTrialApplicationsPTA@Judiciary.org.za – for application of civil trial dates
- CivilTrialremovalsPTA@judiciary.org.za – for removal of all matters set down on the civil trial
- LTapta@judiciary.org.za – for leave to appeal in civil matters only

For the Gauteng Local Division (JHB) send an email to:

- Unopposed Motions – JHBUEnrolment@judiciary.org.za
- Opposed Motions – JHBOEnrolment@judiciary.org.za

Once the case has been created you will receive an email message that will guide you on the next steps you must follow.

HOW TO INITIATE A NEW COURT PROCESS?

Send an email to: GeneralofficePTA@judiciary.org.za or JHBissuing@judiciary.org.za for initiating all new processes that require a new case number e.g.: Summons / Notice of Motion.

To initiate the process for admission to the High Court send an email to: PTAadmissions@judiciary.org.za or JHBadmissions@judiciary.org.za. Once process has been issued and your matter has been created on CaseLines, you will receive an email message that will guide you on the next steps you must follow.

WHAT CASE TYPES ARE BEING HEARD IN CASELINES?

Judicial Case Management | Civil and Criminal Appeals
| Commercial Court | Default Judgements; Divorce Actions
| Leave to Appeal | Opposed Motions | Ordinary Civil Trial | Rule 43 Applications | Special Civil Trials | Special Motions/ 3rd Court | Summary Judgement Applications | Trial Interlocutory Applications | Unopposed Motions

I AM A LITIGANT REPRESENTING MYSELF, WILL I BE EXPECTED TO USE CASELINES?

Litigants representing themselves will not be expected to present their cases digitally to the Judge utilising CaseLines. However, the Judge may follow your evidence utilising the system. Members of the public will be able to file documentation on CaseLines with the assistance of Registrars at the Court

WILL CASELINES BE USED WHEN APPLYING FOR A COURT HEARING?

CaseLines is currently being utilized for the issuing, filing and enrolment of matters at the High Court as an evidence management system to prepare for and present Court evidence. The full Court Online end-to-end solution will take into consideration the digital application for Court hearings and the management of evidence.

HOW SECURE IS THE SYSTEM?

CaseLines offers Microsoft tier four Azure cloud storage and is ISO270001 accredited. Furthermore, the system offers a full audit trail of all actions on the system, tracking any changes made to Court evidence.

WHAT DEVICE CAN I USE TO ACCESS CASELINES?

CaseLines is a cloud-based platform, that can be accessed on any laptop or tablet with Internet access and an Internet browser that is HTML5 compliant. As it is accessed through your web browser, no programme needs to be loaded onto your device.

HOW TO REGISTER ON CASELINES?

1. Go to <https://sajustice.caselines.com>
2. Click on Register
3. Fill in the registration form and click on Register
4. Look out for your 'Verification Email' in your mailbox. When it arrives, click on the link in the email to verify your account. (Please check your spam folder, as it may have diverted into this mailbox. If you have not received the email link within 15 minutes, contact the helpdesk).

HOW TO UPLOAD MY EVIDENCE?

A quick reference guide is available to assist with navigating the system and key functionality. A request for the quick reference guide can be made through courtonline@judiciary.org.za.

Sections are already created in a CaseLines template for all case types. Evidence documents should be uploaded into each section according to its relevance.

WHAT FILE TYPES ARE COMPATIBLE WITH CASELINES?

CaseLines is not restricted to a certain file format and is compatible with all file types i.e. PDF, JPEG, Word, Excel, MP3, MP4, etc.

WHAT IS THE COST OF USING CASELINES?

Court Online is a free online system offered to all Law Practitioners and members of the public.

