

CIVIL TRIAL CHECKLIST FOR ATTORNEYS

Attorney: _____

Case no: _____

Tel No: _____

Plaintiff: _____

Reference: _____

Defendant _____

DESCRIPTION	CHECK	YES	NO	N/A
Office profile	Invite Civil Trials office profile on CaseLines			
Compliance	Deliver timeously any practice note			
	Comply with Rule 37A			
	Sign a Rule 37A minute promptly			
	Comply timeously with any undertaking given in Rule 37A conference.			
	Upload expert reports			
	Upload joint practice note.			
	Compliance with Uniform Rules, provisions of the Practice Manual and provisions of Revised Directive 1 of 2021 issued 18 February 2021			
	Compliance in respect of an obligation that rests upon a party to avoid imperil on expeditious progress of a matter.			
Application	Correct forms (form 4)			
	Does case number and names of parties reflect correctly?			
Directive Compliance	Is the Directive Compliance certificate/affidavit uploaded in a clearly marked section?			
Other (provide description)				