



**OFFICE OF THE ACTING JUDGE PRESIDENT  
HIGH COURT OF SOUTH AFRICA, GAUTENG PROVINCIAL DIVISION, PRETORIA**

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27 June 2022

**To: Members of the Public  
The Legal Profession, Gauteng  
Judges and Judges' Secretaries of the Gauteng Division of the High Court,  
Pretoria and Gauteng Local Division of the High Court, Johannesburg  
The Chief Registrars and Registrars of the Gauteng Division of the High  
Court, Pretoria and Gauteng Local Division of the High Court, Johannesburg**

**DIRECTIVE 1 OF 2022**

**Re: Piloting of the Court Online system in Gauteng**

**a. Introduction**

This Directive relates to the ongoing Piloting of the Court Online system in the High Courts of the Gauteng Division. For the purpose of Piloting the Court Online system, all existing laws, rules, practices and directives must be adhered to. Where utilization of the Court Online system is not compatible with the Practice Manual or prevailing Directives, a solution or method as near as possible to the intention of the Practice Manual or relevant Directive must be applied during the pilot phase. Any such deviation must be communicated to the Registrar responsible or the court process affected by such deviation.

## **b. Background**

The Office of the Chief Justice (OCJ) has developed the Court Online system. Court Online is an end-to-end E-Filing solution for the Superior Courts of South Africa. It is aimed at providing a platform for Law Firms and Litigants in general, to file pleadings and documents to the Courts electronically over the internet from anywhere. It also affords Law Practitioners and Litigants the ease of managing their court appearance diaries and court evidence instantaneously online.

Within the Courts, the Court Online system allows electronic documents to be automatically routed to the appropriate Registrars and Registrars Clerks for processing.

## **c. Court Online Registration and Support**

- i. In preparation for the processing of any matter on the Court Online system Practitioners are required to register beforehand and initiate all cases for their firms on Court Online per <https://www.courtonline.judiciary.org.za>
- ii. At the end of the individual registration process the Practitioners will be required to activate their respective Court Online user accounts through an activation link sent to the registered email address. In the event that they do not receive the activation link, they are required to peruse the email account's junk/spam folder.
- iii. Litigants without LPC numbers who are involved in taxation proceedings, i.e., legal costs consultants and paralegals, should register as self-representing litigants.
- iv. A Court Online Portal user guide is enclosed with this Directive.
- v. The Court Online Help Line number is 010 493 2600 and the Service Desk email address is [CourtOnlineSupport@judiciary.org.za](mailto:CourtOnlineSupport@judiciary.org.za). All enquiries relating to registration and case initiation should be directed to the Help Line and Service Desk.

## **Directive -**

### **1. Pilot cases:**

During the first phase of the pilot a limited number of cases that were identified by the Judiciary and Registrars formed part of the project and the parties/their legal representatives were accordingly notified and briefed during the process. The project has now reached a phase where all new cases brought before either Court have to be initiated through the Court Online system.

Unless specifically notified or mandated to initiate an existing matter on the Court Online system for the purpose of piloting, no other existing cases may be initiated on Court Online. Except for the cases identified to form part of the pilot phase (pilot cases), all cases that were issued prior to the piloting of Court Online, will be finalized on CaseLines in terms of the Revised 18 September 2020 Consolidated Directive issued on 11 June 2021.

### **2. New cases:**

2.1 With effect from 18 July 2022, All new cases must be initiated on the Court Online Portal. No new cases will be issued in person.

2.2 All new cases initiated by litigants in person must be initiated on Court Online. The in-person litigants must be referred to the Court Online Service Desk where designated court staff members can assist with the case initiation. A record of all these cases must be kept by the Registrar responsible for the management of the Court Online Service Desk.

2.3 When initiating an urgent application for issuing, the case must be marked as “urgent” when creating the case on Court Online. Cases that are not marked as urgent cannot be prioritized for issuing. Cases that are not intended to be enrolled on the urgent court roll may not be marked as urgent.

2.4 Cases wherein minor children are involved, surrogacy matters and Anton Piller Applications must be marked as “restricted access”. Cases that do not fall in these categories may not be marked as restricted

access.

2.5 The reference number generated upon submission of a new case for issuing is not the case number. The case number is automatically generated upon issuing by the Registrar. The reference number may not be recorded on any papers filed in the case file – only the case number must be used.

3. Uploading of documents to court file (case bundle):

3.1 All documents must be uploaded in pdf format to the Court Online case file.

3.2 Once the bundle is created for a particular hearing date (“scheduled event”), the documents relevant to the hearing must be included in (“added to”) the bundle from the Court Online case file.

3.3 No documents may be uploaded directly to the bundle in CaseLines as such documents will not be visible to the Judge.

3.4 Court files (case bundles) created on the Court Online Portal can only be accessed through the Court Online Portal.

4. Enrolment:

4.2 Uploading a date request form and selecting the document type “application for hearing or trial date” when submitting the form to the Registrar, is the equivalent of applying for a hearing date. The date request form for use during the pilot phase is annexed hereto as Annexure 1.

4.3 There is no need to “invite” any office profile as the application for a hearing or trial date is automatically routed to the Registrar or Clerk responsible for enrolment.

4.4 When uploading a date request form for a case already enrolled, the

date must be completed on the form and a printout of the front page of the existing CaseLines file must accompany the date application form.

- 4.5 Enrolment of cases on Court Online during the pilot phase are subject to the requirements for enrolment as set out in the Revised 18 September 2020 Consolidated Directive issued on 11 June 2021.

5. Case outcomes and Court Orders:

5.1 Case Outcomes are recorded on the Court Online system. The outcomes are not visible to Court Online Portal users. Once an order is generated and uploaded to the court file, the order will appear in the Court Online Portal under “my case documents”.

5.2 Sheriffs can access the cases to verify court orders by selecting “access a case” on the Court Online Portal.

6. Taxation:

Once a case reaches the post-hearing stage, taxation becomes available. All bills of costs must be uploaded together with the notice of intention to tax a bill of costs. Settled bills must be uploaded as settled bills and must be accompanied by the acceptance of offer. The provisions of the Notice In Re: Taxation of bills of cost where a matter is settled *inter partes* issued on 17 February 2021 remains in effect.

7. Writs and Warrants:

Writs and warrants in pilot cases may be uploaded to the case file and submitted to the Registrar for approval. The issued writ will appear in the Court Online Portal under “my case documents”.

8. Urgent applications:

Practitioners who initiate urgent applications on Court Online during the pilot period must, when they serve such applications on the opponent party and if such a party is not a participant in the Pilot, provide the party with all information and documents

related to the Court Online system.

9. This Directive becomes effective upon the date of publication.

**A.P. LEDWABA**  
**ACTING JUDGE PRESIDENT**  
**GAUTENG DIVISION OF THE HIGH COURT**  
**OF SOUTH AFRICA**  
*Electronically submitted therefore unsigned*

**ANNEXURE 1****DATE APPLICATION FORM****GAUTENG DIVISION OF THE HIGH COURT (PRETORIA AND JOHANNESBURG)**

Case No					
Date of Hearing					
Parties: Surname & Initials					
Applicant	(First) Respondent				
Court roll selection: (tick only one)					
Opposed Motion	<input type="checkbox"/>	CMC (Judicial Pre-trial)	<input type="checkbox"/>	Special Motion (Long Duration)	<input type="checkbox"/>
Unopposed Motion	<input type="checkbox"/>	Civil Trials	<input type="checkbox"/>	Civil Trials (Long Duration)	<input type="checkbox"/>
Unopposed Divorce Applications	<input type="checkbox"/>	Settlement Court	<input type="checkbox"/>	Admissions	<input type="checkbox"/>
Rule 43 Applications	<input type="checkbox"/>	Trial Interlocutory Applications	<input type="checkbox"/>	LPC Applications (2 Judges)	<input type="checkbox"/>
Interlocutory Applications	<input type="checkbox"/>	RAF Trials	<input type="checkbox"/>	Bail Appeals	<input type="checkbox"/>
Urgent Applications	<input type="checkbox"/>	Default Judgment Trials	<input type="checkbox"/>	Taxation – Opposed	<input type="checkbox"/>
Urgent Applications (After Hours)	<input type="checkbox"/>	Summary Judgment	<input type="checkbox"/>	Taxation – Unopposed	<input type="checkbox"/>
Rule 46 Applications	<input type="checkbox"/>		<input type="checkbox"/>	Taxation – Settled	<input type="checkbox"/>

Case Type: Make Selection Below							
FAMILY LAW		PAYMENT		FORECLOSURES		SOLVENCY	
E – Divorce	<input type="checkbox"/>	D - Default Judgment R31(2)	<input type="checkbox"/>	AV – Rule 46	<input type="checkbox"/>	R – Rehabilitation	<input type="checkbox"/>
N – Rule 43	<input type="checkbox"/>	S – Summary Judgment	<input type="checkbox"/>	AD – Rule 46 (11) – Cancellation of Sale	<input type="checkbox"/>	B – Surrender	<input type="checkbox"/>
C – Custody	<input type="checkbox"/>	P – Provisional Judgment	<input type="checkbox"/>	AM – Rule 46A(9)(d) – Reserve Price	<input type="checkbox"/>	PS – Provisional Sequestration	<input type="checkbox"/>
F – Interdict	<input type="checkbox"/>	RM – Restoration of Municipal Services	<input type="checkbox"/>		<input type="checkbox"/>	FS – Final Sequestration	<input type="checkbox"/>
FO – Other Family Law Application	<input type="checkbox"/>	FB – Freezing Bank Account	<input type="checkbox"/>		<input type="checkbox"/>	PL – Provisional Liquidation	<input type="checkbox"/>
	<input type="checkbox"/>	NB – Perfection of Notarial Bonds	<input type="checkbox"/>		<input type="checkbox"/>	FL – Final Liquidation	<input type="checkbox"/>
	<input type="checkbox"/>	CE – Contract Enforcement	<input type="checkbox"/>		<input type="checkbox"/>	BR – Business Rescue	<input type="checkbox"/>
	<input type="checkbox"/>	SE – Stay of Execution	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
VARIOUS						EVICTION	
T - Interlocutory	<input type="checkbox"/>	GF – Curatorship: CURATOR AD LITEM	<input type="checkbox"/>	SP - Spoliation	<input type="checkbox"/>	EV – Eviction (payment)	<input type="checkbox"/>
IS – Interdict against Organs of State	<input type="checkbox"/>	GG – Curatorship: CURATOR BONIS	<input type="checkbox"/>	RT – Restraint of Trade	<input type="checkbox"/>	EU – Eviction of Unlawful Occupiers (PIE)	<input type="checkbox"/>
ID – Interdict against Defamatory Publication	<input type="checkbox"/>	SF – De Suspectus Fuga	<input type="checkbox"/>	UC – Unfair Competition	<input type="checkbox"/>	ES – Stay of Eviction Order	<input type="checkbox"/>
I – Interdict (Unspecified)	<input type="checkbox"/>	RI – Refugees / Immigration	<input type="checkbox"/>	CC – Contempt of Court Orders	<input type="checkbox"/>		<input type="checkbox"/>
GA – Variation of Court order	<input type="checkbox"/>	CP – Prison Complaints	<input type="checkbox"/>	H – Review	<input type="checkbox"/>		<input type="checkbox"/>
GB – Application to Compel: Specific	<input type="checkbox"/>	TD – Tender Disputes with Organs of State	<input type="checkbox"/>	V – Declaratory	<input type="checkbox"/>		<input type="checkbox"/>

Performance						
<b>GC</b> – Transfer to another High Court		<b>AP</b> – Anton Piller		<u>OTHER:</u> (Provide description below)		
<b>GD</b> – Confirmation of Settlement Agreements						