



Labour Courts
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Also in Cape Town
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Directive from the Judge President in respect of service by Electronic Mail (email)

Service of court process on parties by each other, may be effected by email subject to the following conditions:

When a party serves any document by email, the person who effected service, must file an affidavit of service which must state:

- a. that the address to which the email was sent was the correct email address of the addressee and confirm which document/s was/were attached to the email.
- b. state that the party to whom the email was addressed telephonically confirmed receipt of the email and attachment/s and the name of the person who confirmed receipt of the transmission, alternatively attach an email from the party to whom it was addressed confirming receipt of the email.

2. Notwithstanding the above,
 - a. Parties must file the original hard copies of any court process forwarded by email on the Registrar
 - b. The registrar may serve correspondence and notices including notices of set-down on parties by email where parties email addresses have been provided without the need to comply with clause 1 b. above.

B WAGLAY
JUDGE PRESIDENT
THE LABOUR COURT OF SOUTH AFRICA