



**IMPLEMENTATION OF COURT ONLINE ELECTRONIC PLATFORM:
NORTHERN CAPE DIVISION OF THE HIGH COURT.**

This Directive takes effect on 06 August 2025.

CONTENTS

A. INTRODUCTION	2
1. REGISTRATION AND INITIATION	3
2. INITIATION AND ENROLMENT OF URGENT APPLICATIONS.....	6
3. ENROLMENT OF ORDINARY MATTERS.....	8
4. MATTERS UPLOADED ON CASELINES	11
5. TRIAL PROCEDURE ON SET-DOWN.....	14
6. RETURN DATES	16
7. PROCEDURES TO OBTAIN SET DOWNS.....	17
8. COURT ORDERS AND JUDGMENTS.....	18
9. TAXATION	20
10. APPLICATION FOR LEAVE TO APPEAL FILING PROCEDURE.....	20
PART B — PROTOCOL: EMERGENCY ARRANGEMENTS WHEN COURT ONLINE IS INACCESSIBLE	22
A. PREAMBLE:	22
3. Downtime for 24 hours:	22
4. Downtime for five (5) court days or longer:.....	22
5. Enrolled matters with hearing dates within the next 5 court days:	23
ANNEXURE A: COMPLIANCE CHECKLIST FOR APPLICATION(S).	24

A. INTRODUCTION

(i). The purpose of this Directive is to introduce and facilitate the implementation of the Court Online Digital Case Management System ("Court Online") in the Northern Cape Division of the High Court of South Africa. Court Online is an end-to-end E-Filing, Digital Case Management and Evidence Management system for the High Courts of South Africa. This System is aimed at providing a platform for legal practitioners and litigants in general to electronically file pleadings and documents relevant to their litigation in the High Court.¹

(ii). It should, however, be noted that the Northern Cape Division will run a hybrid system, namely, the old manual system alongside the digitised system until such time as all matters which are available for hearing are on Court Online.

(iii). For matters not older than 3 years, legal practitioners and in-person litigants are given a period of grace of 6 months to upload their files on the Court Online Portal. Even though all new cases will be initiated through the Court Online Portal, the actual adjudication of matters will be initiated in phases. *In the first phase, matters that will be adjudicated through the Court Online Portal will be motion proceedings (opposed, unopposed, summary judgments, Rule 43 application, urgent applications and uncontested divorces).*

(iv). All existing laws, Rules, Practises and Directives must still be adhered to.

¹ For more, visit < <https://www.judiciary.org.za/index.php/court-online>>.

1. REGISTRATION AND INITIATION

- 1.1. With effect from **6 August 2025**, all new cases shall be initiated on the Court Online Portal for issuing and enrolment.
- 1.2. No new cases (i.e. cases initiated after the effective date of this Directive) shall be issued manually.

Registration on the Court Online Portal

- 1.3. In preparation for the initiation of any matter on the Court Online Portal, practitioners and litigants are required to register their personal details on the Court Online Portal per the following website:
<https://www.courtonline.judiciary.org.za>

1.4. Further: -

- (a). Foreign nationals who are registered with the Legal Practice Council (LPC) but who do not possess a South African identity number should contact the Court Online Support helpdesk via email at CourtOnlineSupport@judiciary.org.za for assistance with registration.

The practitioner's LPC number must be included in the email communication.

- (b). Unrepresented or in-person foreign nationals who do not possess a South African identity number should contact the Court Online Support Helpdesk for assistance with registration using the email address quoted above.

- 1.5. The Judiciary screen, which is the home page of the Court Online Portal, provides general information regarding access to the entire Portal. This includes:

- (a). frequently asked questions (FAQ);
- (b). contact information;

- (c). registration information; and
- (d). video tutorials.

1.6. For technical support, practitioners and litigants must contact the Court Online Support Helpdesk during court hours (Monday to Friday: 08h00 to 16h00). The Support Helpdesk service can be contacted via:

Email: CourtOnlineSupport@judiciary.org.za

Tel no: 010 493 2600

Helpdesk Microsoft Teams Open Link:

[Microsoft Teams meeting](#)

Join on your computer, mobile app, or room device

[Click here to join the meeting](#)

Meeting ID: 322 085 818 456

Password: PskwC8

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1.7. Unrepresented or in-person litigants² must be referred to the Court Online Service Desk located at the Court. Designated court staff members will assist with case initiation. A record of all these cases must be kept by the Registrar/Clerk responsible for the management of the Court Online Service Desk.

1.8. When initiating new cases, *the Court Online Portal generates a reference number*. This reference number is not the case number.

1.9. *The case number will automatically be generated upon the issuing of the case on the Court Online Portal by the Registrar of the High Court.*

1.10. The reference number may not be recorded on any papers filed in the case file - *only the case number must be used.*

² The 'in person litigant' means a person who is representing himself or herself, in other words, a person who is litigating without the assistance of a duly qualified and registered legal representative.

1.11. All applications must be initiated in accordance with the Uniform Rules of Court and the relevant Practice Directives.

1.12. The documents that follow after the case has been initiated³ should be uploaded only once the case has been issued. The following shall further apply:

- (a). When uploading documents on the Court Online Portal, all documents must be uploaded in PDF format into the case file.
- (b). 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.
- (c). The correct document type must be selected when filing a particular document in the case file.
- (d). Practitioners and litigants **should not** select "other" when uploading documents on the Court Online Portal.⁴
- (e). In the event that the document type selection list does not make provision for a specific document type, an email is to be sent to the Court Online Support Helpdesk per: CourtOnlineSupport@judiciary.org.za under the subject heading "Request to add a new document type on Court Online" with a description of the document type to be added to the document selection list.
- (f). Documents shall not be uploaded directly to the bundle in Caselines, as Caselines can only be accessed through Court Online. Please note that the presiding Judge will not be able to access documents that have been directly uploaded to Caselines. Court files (case bundles) created on the Court Online Portal can only be accessed through the Court Online Portal.

³ In the case of motion proceedings, these would be the founding and answering affidavits, including replying affidavits. In the case of action proceedings, this would be summons and subsequent pleadings.

⁴ This is discouraged since the Presiding Judge cannot identify the document in this manner. It is for this reason that practitioners and litigants must refrain from selecting "other" from the document type selection list when documents are uploaded.

2. INITIATION AND ENROLMENT OF URGENT APPLICATIONS

- 2.1. All urgent applications must be initiated on the Court Online Portal and must be marked as **"urgent."**
- 2.2. All urgent applications must comply with the provisions of Rule 6(12) of the Uniform Rules of Court and the Practice Directives of the Division, as well as the precedents relevant in such applications.
- 2.3. The issuing of case numbers for and/or enrolment of urgent applications should be dealt with between 08:00 and 16:00 on court days unless the initiation takes place outside of court hours, for a hearing which will take place outside of court hours. Where an urgent case is issued and simultaneously enrolled, the issuing Clerk/Registrar shall create the case on Court Online and invite the Judge's Secretary. The applicant must ensure to invite all other legal practitioners involved in the matter. This invitation must be sent via email and, if it cannot be ascertained by the applicant that such email has been received by the parties, via telephone.
- 2.4. All urgent applications initiated by unrepresented litigants must be initiated on Court Online. During court hours, litigants must be referred to the Court Online Service Helpdesk for assistance with case initiation.
- 2.5. A record of all cases in terms of paragraph 2.4 must be kept by the Registrar/ Clerk responsible for the management of the Court Online Service Helpdesk. The contact details of the Service Helpdesk Clerk / Registrar are as follows:
 - (a). Telephone number: 053 492 3556/ 053 492 3500
 - (b). E-mail: - NCKCourtOnline@judiciary.org.za
- 2.6. In the event that the Court Online Service Helpdesk is closed, unrepresented litigants must, before filing any papers, communicate with the

Registrar or the urgent court Judge's Secretary to determine whether the Judge will authorise the filing of documents via email or physically at the premises of the High Court. In such cases, the Registrar will issue a case number manually to a litigant in person and, on the court day after the hearing, will refer the application and related documents, together with the contact details of the parties, to the Court Online service helpdesk for a case file to be created and the documents to be uploaded on Court Online.

- 2.7. Only where both the uploading on to the Court Online Portal or emailing of the papers is not possible, may a physical set of papers be delivered, as directed by the Urgent court Judge, together with an affidavit explaining, in full, why it was impossible to upload the papers via the Court Online Portal or by email.
- 2.8. Every urgent application initiated on the Court Online Portal must be marked as "urgent" when creating the case on the Portal.
- 2.9. Failure to mark the matter as urgent shall result in the matter not being prioritised for issuing.
- 2.10. Matters which are not destined for the urgent court roll must not be marked as urgent.
- 2.11. Once the matter has been initiated for issuing, it shall then be issued with a case number on the Court Online Portal by the Urgent Court Judge's Secretary or the Registrar.
- 2.12. Once the case number has been issued by the Registrar or Judge's Secretary, the practitioner or litigant must:
 - (a). upload the complete founding documents (which would have been served) and fully comply with the Rules of Court and practice directives of this Court in respect of the filing and service of

documents; and if the documents were served via email, a service affidavit must be uploaded and
(b). Create the case bundle.

2.13. The Judges' Secretaries doing Urgent Court duty shall, **at least a week** before commencing such duty, notify the respective Registrar, who shall assign the appropriate role to the Secretaries, which will enable them to issue applications on the Court Online Portal.

2.14. The Urgent Court Judge's Secretary shall, upon receiving the directions of the Presiding Judge, schedule the matter for hearing by creating an event for the matter on the allocated date and the appropriate urgent court roll.

2.15. The Urgent Court Judge's Secretary must inform the relevant Registrars of the changes in the court roll emanating from the Judge's directions.

2.16. Upon the conclusion of an urgent application, the Judge's Secretary must, in addition, unmark the matter as urgent for it to be removed from the urgent Court dashboard.

3. ENROLMENT OF ORDINARY MATTERS

3.1. Once a matter is ripe for a hearing, the practitioner or litigant must notify the Registrar (by email) of their complete compliance with the Uniform Rules of Court or any other relevant practice directives and must prepare and upload the notice of request for an enrolment date on the Court Online system, selecting the document type as "application for hearing or trial date" .

3.2. The filing of the notice of request for an enrolment date and the notifying of the Registrar by email shall constitute the application for a hearing date.

- 3.3. 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.
- 3.4. The enrolment of matters on the Court Online Portal is subject to the general requirements for enrolment within the contemplation of the Uniform Rules of Court.
- 3.5. Once the Registrar is satisfied that the matter is ripe for hearing, the Rules have been fully complied with, and that the pre-enrolment form has been counter-signed by all active parties, a provisional date shall be issued.
- 3.6. When applying for a hearing date, the practitioner or litigant must complete and upload the notice of request for enrolment date together with the pre-enrolment form, prior to inviting the relevant Registrar's Office Profile. The Registrar shall, in turn, record the date allocated to the matter on the set-down notice, whereafter it will be uploaded to the electronic case file on Caselines.
- 3.7. Practitioners and litigants are not permitted to record hearing dates on set down notices. It is strictly the Registrar's function to record dates on the notice of set down.
- 3.8. Recording a hearing date on the set down notice or application for a hearing date will be regarded as **gross misconduct** and will result in the matter being struck off or removed from the roll.
- 3.9. The hearing date of the matter shall also be noted on the electronic case file on the Court Online platform.
- 3.10. After the above procedure has been complied with, the practitioner or litigant must create the case bundle and must create file sections in a format that makes it reader-friendly and strictly following the prescribed template by:

- (a). using the automatic index to identify every document uploaded; and
- (b). include an additional index (if necessary) that cross-references both Caselines page numbers and another page number sequence; where this is done, such an index must be in a single document.

3.11. When reference is made to the uploaded documents, the heads of argument must cross-reference the Caselines page number and the paragraph, where applicable.

3.12. If case law is uploaded, copies must be legible, and the automatic index must be capable of identifying the case name.

3.13. It is very important that the uploaded file be suitably sectioned, ordered, and bundled in a logical chronological order, containing legible copies of every document uploaded as an individual document.

3.14. There must be a full description of all documents uploaded on the Court Online Portal, and where an annexure to an affidavit or other document is uploaded, it is insufficient to describe it as, e.g., FA1 or R13. The proper approach would be to describe the document as referred to as annexure, e.g. "*Certificate of balance*", "*Record of the Proceedings*", "*Settlement Agreement*," etc.

3.15. The sections, unless logic dictates otherwise, shall include the following:

- (a). Pleadings - a full set of pleadings applicable as at the hearing date.
- (b). Pre-amendment pleadings, if any: a full set.
- (c). Notices.
- (d). Discovery (in the case of trial proceedings): the discovery affidavits of all parties, the plaintiff's first, and the defendant's thereafter.
- (e). A statement that discovery is complete must be filed; if not complete, a full explanation of why not, and what steps were taken, and which remain necessary to achieve completion.

- (f). In the case of trial proceedings, a signed pre-trial conference minutes that meaningfully address all the issues must be filed.
- (g). If the parties do not agree to the contents of the minutes, a minute signed by the party filing the document must be filed together with the insufficiently signed pre-trial minutes, an explanation why the parties cannot agree.
- (h). Practice notes in chronological sequence.
- (i). Trial bundle: a single bundle of all documents the parties intend to use at the trial and a statement as to the agreed or disputed evidential status. Where a party includes unnecessary documents in the bundle, the court may, on application of any party to the trial, or on its own accord, make a punitive cost order in respect thereof.
- (j). Previous court orders in chronological order.

3.16. The practitioner or litigant is responsible for timeously uploading pleadings, notices and other legal process under the respective sections *in all cases created by them*.

4. MATTERS UPLOADED ON CASELINES

- 4.1. The emails may not be sent to the various Caselines Registrars' Office Profiles referred to throughout this Directive. But must be emailed to the relevant Registrar.
- 4.2. These Caselines Profiles do not exist as the email addresses are for Caselines invitation purposes only.
- 4.3. The Judge's Secretary is permitted to "freeze" the case bundle and amend the Parties' case permissions to prohibit the late filing of pleadings, notices and any legal process in line with the Rules of the Court and, in particular, five days before the enrolment date.

- 4.4. In the event that the case bundle is frozen, the Judges' Secretaries are instructed to remove the "change the case" permissions of attorneys, advocates, litigants and other persons invited to the case by legal representatives (the court user group), i.e. all persons other than court staff members, Judges and Caselines Support personnel. ***Only the Judge's Secretary*** is authorised to use the Bundle Freeze feature.
- 4.5. The "change the case" permissions of the court user group must not be restored. Practitioners should therefore ensure that provision is made for all anticipated court processes that the case may follow by creating all necessary sections before the matter is enrolled for the first time.
- 4.6. The Rules of the Court in respect of service and filing remain strictly enforceable. The digital uploading of properly served pleadings / notices / legal process shall be regarded as factually compliant only if it complies with the Uniform Rules of Court.
- 4.7. The filing of hardcopy pleadings and other documents is strictly prohibited unless so directed by the Presiding Judge.
- 4.8. Unrepresented or in-person litigants who require assistance in initiating a case on the Court Online Portal shall be referred to the relevant and identifiable court official(s) for assistance.
- 4.9. The **Office of the Registrar** is specifically directed and mandated:
- (a). to disregard/reject matters that are non-compliant with this Directive;
 - (b). not to allocate dates for matters that are noncompliant with this Directive;
 - (c). to un-invite the case creator from the matter, to prefix the case with "NO TEMPLATE", and to mark the case as complete in order to archive the case where the practitioner or litigant fails to use the COURT USER template.

- (d). Where the case has been archived due to failure to use the Court User template, the case creator must then create the case afresh, using the COURT USER template as described in the Directive before the case can proceed.
- (e). Attorneys and litigants may not un-invite (remove) any person from the PEOPLE list unless the person to be removed from the case was erroneously invited by themselves.
- 4.10. Attorneys and litigants may not alter or delete endorsements or remove documents from any case on Caselines.
- 4.11. Where an attorney is found to have tampered with endorsements or removed documents, such attorney will be reported to the Legal Practice Council for investigation for unprofessional or unethical conduct as the case may be.
- 4.12. A notice for a request for a hearing date/provisional hearing date, containing the correct case information, e.g. case number and parties' details, must be done per the Rules and Directives of the Court and only on court days and between the hours of 08h00 to 15h00.
- 4.13. A request for a hearing date/provisional hearing date is done by uploading a properly completed application with the blank space for a date and by specifying the case type where "other" is selected, and after that, only the relevant Registrar's Office Caselines Profile must be invited to the electronic file to the case.
- 4.14. The relevant Registrar's Office Caselines Profiles to be invited to particular cases are as follows:

- a) NCKUnoppsedmotion@judiciary.org.za
- b) NCKOpposedmotion@judiciary.org.za
- c) NCKUrgentCourt@judiciary.org.za

5. TRIAL PROCEDURE ON SET-DOWN

- 5.1. A party who contends that a matter is ripe to be allocated a trial date shall apply in the prescribed form, to the Registrar for a certificate of trial readiness and together with such application, shall further provide the following in a statement, signed by the attorney for the party applying for the certificate, confirming that:
- (a). They have personally verified full compliance with the prescripts of the Rules and Directives.
 - (b). There are no interlocutory applications that are outstanding or anticipated.
 - (c). A copy of a pre-trial minute signed by all parties, which was held not earlier than 30 calendar days before the date the application is made, accompanies the statement and is compliant with the provisions of this Directive.
 - (d). All documentation has been uploaded to the electronic file on Caselines and is compliant with the prescribed format.
- 5.2. The Registrar shall, upon receipt of an application that is fully compliant with these prescripts, issue a certificate in the prescribed form.
- 5.3. The notice requesting a date and the accompanying documents shall be made available to the Presiding Judge in due course, and the attorney applying for the certificate must ensure that a copy of the application and the accompanying documents is retained in his or her safekeeping, ***and that the documents are available at the hearing.***
- 5.4. In the event that any misrepresentation is intentional, the certificate shall automatically be invalid, and the attorney and/or Counsel responsible for the application shall be referred to the Judge President or Deputy Judge President

for an investigation into the misrepresentation and may be referred to the Legal Practice Council, for a further investigation into whether or not professional misconduct has been committed.

5.5. The Plaintiff or Applicant shall invite the relevant office profile to the court file as uploaded on Caselines in accordance with the prescribed format.

5.6. The court file must be suitably sectioned, ordered, and bundled in a logical chronological order, containing legible copies of every document (uploaded as an individual document, appropriately described and without duplication) as follows:

(a). under "01 Master bundle" with separate sections:

- (i). for pleadings - a full set of the pleadings;
 - (ii). for pre-amended pleadings - a full set of pre-amended pleadings, or notices - all notices;
 - (iii). for discovery - the discovery affidavits of all parties with a statement that discovery is complete, alternatively, if not complete, a full explanation why not, and what steps are necessary to achieve completion;
 - (iv). for pre-trial minutes - the signed pre-trial minutes subject to the Rules of the Court and Directives;
 - (v). for practice notes - all required practice notes;
 - (vi). for trial bundle - all documents that the parties intend to use at the trial.
 - (vii). A single bundle of legible copies, without duplication, in logical order, whether chronological or thematic, as needs be, and indexed in accordance with Caselines' indexing page numbering. Disagreement, if any, about the contents of the bundle must be raised with the allocated Judge at the hearing.
- (b). Where a party includes unnecessary documents in the bundle, the Court may, on the application of any party to the trial, or on its own accord, make a punitive costs order in respect thereof.

- (c). Parties must not create separate sections for every document. They must upload the individual document to the appropriate group/section to which the document belongs and fully describe such document.
- (d). The attorney responsible for the reports' procurement is accountable for compliance in this regard, and failure to adhere hereto may imperil certification.

6. RETURN DATES⁵

- 6.1. A return date shall be issued by the Presiding Judge at the hearing of a *rule nisi*, or an *ex parte* application, and the following shall apply:
 - (a). The return date obtained must be confirmed in the same manner and form as a provisional date application in order for the matter to be added to the provisional roll and the date to be entered by the Registrar's office to the file on Caselines.
 - (b). Failure to attend to provisional enrolment will result in the return date being forfeited.
 - (c). The confirmation of the date must be accompanied by the postponement order and a note to the Registrar on Caselines Notes requesting that the date stipulated in the order be updated on the file and the case to be included on the Registrar's provisional roll.
 - (d). Attorneys are not to seek return dates in any manner other than described herein.
 - (e). Compliance with this part of the Directive is mandatory to ensure the successful enrolment of matters on the final roll.
 - (f). Should the request/application for a hearing date/provisional hearing date be in order and approved, the respective Court official must enter the hearing date and, where applicable, clearly marked as a "provisional" date on the electronic file.

⁵ The Registrar shall provide three dates to the Secretary of the Presiding Judge for allocation. The Presiding Judge shall evenly distribute the return dates to ensure that the future return date roll is not overloaded.

7. PROCEDURES TO OBTAIN SET DOWNS

- 7.1. Once there is compliance with the Uniform Rules of Court and the provisions of the Practice Directives, the Applicant/Applicant's legal representative must no later than the prescribed time periods, upload the notice of request for enrolment, which must correspond with the Registrar's Provisional Roll, in the correct section titled "Final notice of set down" on the case file and invite the set down office to the case.
- 7.2. The Registrar will review the notice of request for enrolment for compliance with the relevant timeframes in the Uniform Rules of Court and applicable Directives; and confirm the final enrolment and hearing date by noting the description of the roll whereon the matter is enrolled.
- 7.3. The Registrar may further communicate defects and/or discrepancies by email or on the case file using Caselines Notes.
- 7.4. The Registrar shall place the matter on the Court roll and invite the Judge's Secretary to the electronic file.
- 7.5. The Judge's Secretary shall invite the Judge to the case.
- 7.6. Before the hearing date, the Judge's Secretary shall take note of any filed notices of withdrawal and of matters removed from the roll by notice.
- 7.7. The Judge's Secretary must implement the bundle freeze date when the period for filing of documents has expired per the applicable Rules/Practice Directives, at least not later than five clear court days before the enrolment date.

- 7.8. Practitioners/litigants may not alter or request alteration of the bundle freeze date to upload documents out of time.
- 7.9. Where a Judge establishes from the Caselines audit trail that a practitioner uploaded documents out of time without condonation having been granted for such late filing, the matter may be struck from the roll and a cost order *de bonis propriis* may be made against the errant practitioner.
- 7.10. Should the matter be withdrawn, the practitioner or litigant shall upload a notice of withdrawal to the electronic file at least five clear court days before the hearing of the matter and shall simultaneously notify the Secretary of the Judge hearing the matter, per email, of the withdrawal of the matter.
- 7.11. The Judge's Secretary shall inform the parties whether or not their attendance is necessary in light of the withdrawal or removal notices. Subject to the Presiding Judge's discretion, the matter shall, on the hearing date, be removed from the roll.

8. COURT ORDERS AND JUDGMENTS

- 8.1. The Judges' Secretary or the Typing Office must take note that the outcome of the matters shall be recorded on the Court Online Portal.
- 8.2. The outcomes shall not be available to Court Online Portal users until such time that the order is generated, uploaded and published to the court file; the order will appear in the Court Online Portal under "my case documents".
- 8.3. The Judge's Secretary shall endorse the case file on Court Online, upload the order or judgment and publish the documents to the litigant Portal for it to appear under "my case documents" on that Portal.

- 8.4. The Judge's Secretary shall endorse the case file on Court Online, generated, uploaded and published to the case file on the litigant Portal under "my case documents".
- 8.5. For the purposes of verifying the authenticity of a court order, the Sheriff, or other interested parties or institutions may access the cases by selecting "access a case" on the Court Online Portal.
- 8.6. A draft order must be uploaded in a PDF format, and a Word format of the same draft order should be emailed to the presiding Judge's Secretary.
- 8.7. A draft order which is granted by a Judge must be amended by the Judge's Secretary to read "Court Order" prior to the Registrar's signature being affixed. The order signed by the Registrar must be stamped prior to the Judge's Secretary uploading the order to the electronic file.
- 8.8. The turnaround time for the uploading of stamped and signed orders by the Judge's Secretary shall be no longer than one day in the case of urgent applications, or whatever the circumstances dictate or seven court days in the case of ordinary proceedings.
- 8.9. A draft order which is granted by a Judge must be amended by the Judge's Secretary to read "Court Order" prior to the Registrar's signature being affixed. The order signed by the Registrar must be stamped prior to the Judge's Secretary uploading the order to the electronic file.
- 8.10. The uploaded order shall be the original order, and no signed orders will be provided on paper.
- 8.11. Where a judgment is issued, the Judge's Secretary shall publish the judgment on the Court Online Portal and notify the parties and the Registrar by email of the issuance of the judgment.

9. TAXATION

- 9.1. Once a case reaches the post-hearing stage, taxation becomes available, and the relevant time frames apply to both opposed and unopposed taxation. The Registrar of the High Court shall ensure that the taxation avenue becomes available after endorsing the case outcome.
- (a). All bills of costs must be uploaded together with the notice of intention to tax a bill of costs.
 - (b). Where the bills of costs become resolved, the settled bills must be uploaded as settled bills and must be accompanied by the opponent's acceptance of the offer.
 - (c). The taxation date must be sought in the same manner and form as a provisional date application in order for the matter to be added on to the provisional roll and the date to be entered by the Registrar's office to the file on Caselines.

10. APPLICATION FOR LEAVE TO APPEAL FILING PROCEDURE

- 10.1. The application for leave to appeal must be uploaded onto the Court Online Portal.
- 10.2. Once the Application for leave to appeal, together with the proof of service has been uploaded, the practitioner or litigant must invite the Judge's Secretary and the Registrar of the High Court to the case file.
- 10.3. The relevant Judge's Secretary or Registrar of the High Court shall review the documents for compliance and completeness and may communicate any non-compliance and/or other defects and/or discrepancies by email or on the case file using Caselines Notes.

- 10.4. The parties must file the requisite written submissions in accordance with the Uniform Rules of Court and notify by email the Registrar of the High Court and the Judge's Secretary of the compliance thereof.
- 10.5. Upon the finalisation of the leave to appeal, and where a mere court order is issued, the Judge's Secretary shall endorse the case file cover (front page) and generate the typed Court order.
- 10.6. The typed order shall be signed by the Registrar of the High Court, and where-after, must be uploaded to the case file. The uploaded order shall be the original order, and no signed orders will be provided on paper.
- 10.7. Where judgment on leave to appeal is issued, the Judge's Secretary shall publish the judgment on the Court Online Portal and notify the parties and the Registrar by email of the issuance of the judgment.
11. Representatives of the media shall have access to the proceedings before the High Court after registering on the Court Online Portal and complying with any relevant Directives of this Division.
12. The failure to comply with the Directive(s) will be viewed in a serious light and will be addressed by an appropriate order, including but not limited to the removal/strike off of the matter or a punitive costs order.

PART B — PROTOCOL: EMERGENCY ARRANGEMENTS WHEN COURT ONLINE IS INACCESSIBLE

A. PREAMBLE:

1. Inevitably, with electronic systems, there is a risk of unforeseen downtime. This protocol serves to communicate the default plan when the Court Online system downtime exceeds one court day.
2. In the event that the system is inaccessible for the periods as set out below, the following alternative measures will be applicable:
 3. **Downtime for 24 hours:**
 - 3.1. Urgent applications will be permitted to be issued manually over the counter at the Issuing Office.
 - 3.2. Matters prescribing within a three (3) day period will also be permitted to be issued manually, subject to the Registrar's review to confirm the pending prescription.
 - 3.3. No ordinary matters may be issued in person.
 4. **Downtime for five (5) court days or longer:**
 - 4.1. All process will be permitted to be issued manually over the counter until such time as the system has been restored. Case numbers assigned will bear a court issued prefix that indicates that they were issued during system downtime.
 - 4.2. Once the system has been restored, practitioners are required to upload and re-issue such matters on the Court Online portal and input the manually issued case number under the "Related Case Number" field when starting the

case. Both the manual and Court Online issued case number must then reflect on all pleadings filed in the matter.

4.3. Matters issued manually during such periods of system inaccessibility may not be created on CaseLines and must be filed and proceed on the Court Online platform once accessibility has been restored.

4.4. Process for filing may be brought to court for stamping of the date of filing. Such process must be filed on the Court Online platform once accessibility has been restored.

5. Enrolled matters with hearing dates within the next 5 court days:

5.1. If a bundle had already been created from Court Online, that bundle may be accessed from CaseLines and the documents uploaded to the bundle for access by the Judge.

5.2. If a bundle has not been created from Court Online, an interim bundle may be created in CaseLines and the documents for the hearing uploaded.

5.3. If parties' access CaseLines directly during system downtime, it is imperative to do a Court Online "Password reset" subsequently to ensure synchronisation of the Court Online / CaseLines interface



**LP TLALETSI
JUDGE PRESIDENT
NORTHERN CAPE DIVISION**

6 August 2025

DATE

ANNEXURE A: COMPLIANCE CHECKLIST FOR APPLICATION(S).

CASE NO: _____

DATE CHECKED: _____

PLEADINGS/NOTICES TO BE FILED	DATE TO COMPLY	DATE FILED	COMMENTS
1. Is there a High Court case number allocated, and does the case number appear on the document?			
2. Is there proof of service of the application on the respondent (s) and a service affidavit (Proof of service in terms of Rule 4). If one of the respondents is a State department, ensure that service was also effected on the State Attorney			
3. Notice of Motion with a founding affidavit filed			
4. Notice of intention to oppose, if any			
5. If the application is opposed, is there an answering affidavit			
6. Replying Affidavit (this is not compulsory as the applicant may elect not to file a reply)			
7. Is the file paginated?			
8. Request for a Set down. If such a request is filed, the file must be processed for set down			
9. If a request to archive a file is filed, it must be dealt with immediately, and such a request should not be merely placed in the file with no further action			

10. Where there is no formal request for the archiving of a file, files are to be dealt with accordingly when a period of 6 months has elapsed without any steps taken by the applicant from the date of filing the application or the date of last process filed									
11. Applicant's heads of argument									
12. Respondent's heads of argument.									
13. Applicant to file Practice Note									
IF MATTER IS ARCHIVED, IT CANNOT BE SET DOWN UNLESS A REINSTATEMENT APPLICATION HAS BEEN RECEIVED									
Recommendation/comments:									
<table border="1"> <tr> <td>Name</td> <td>Surname</td> <td>Firms Name</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>				Name	Surname	Firms Name			
Name	Surname	Firms Name							
Signature _____		Date _____							