



## **OFFICE OF THE DEPUTY JUDGE PRESIDENT**

(HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, JOHANNESBURG)  
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### **DIRECTIVE**

TO:

1. Judges of the Gauteng Division, Johannesburg
2. Chief Registrar, Gauteng Division, Johannesburg
3. Secretariat – Judicial Case Flow Management, Office of the Chief Justice
4. Registrars – Gauteng Division of the High Court, Johannesburg
5. Legal Practice Council – Gauteng
6. Law Society of South Africa
7. Gauteng Family Law Forum
8. Gauteng Attorneys Association
9. Pretoria Attorneys Association
10. Johannesburg Attorneys Association
11. West Rand Attorneys Association
12. South African Black Women in Law
13. National Association of Democratic Lawyers
14. Black Lawyers Association
15. South African Women Lawyers Association
16. South African Medical Malpractice Lawyers Association
17. Personal Injury Plaintiff Lawyers Association
18. South African Medico-Legal Association
19. Office of the Director of Public Prosecutions, Pretoria and Johannesburg
20. Office of the State Attorneys, Pretoria and Johannesburg
21. Solicitor General
22. Office of the Family Advocate, Pretoria and Johannesburg
23. Legal Aid South Africa
24. Johannesburg Society of Advocates
25. Pretoria Society of Advocates
26. Gauteng Society of Advocates
27. Tshwane Society of Advocates
28. Pan African Bar Association of South Africa
29. General Council of the Bar of South Africa

30. National Bar Council of South Africa
31. South African Bar Association
32. National Forum of Advocates
33. North Gauteng Association of Advocates
34. Church Square Association of Advocates
35. Advocates for Transformation
36. Legal Division of the Department of Health: Gauteng
37. Legal Division of the Department of Sport, Arts, Culture and Recreation
38. Gauteng Department of Agriculture and Rural Development
39. Legal Services - Gauteng Provincial Department of Education
40. South African Board of Sheriffs
41. South African Sheriff Society
42. Road Accident Fund

DATE : 1 December 2025

OUR REF : DJP/36/2012/lt

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## **DIRECTIVE**

### **INDEXING, PAGINATION OF BUNDLES IN ALL CASES AND CERTIFICATION OF COMPLIANCE WITH THIS DIRECTIVE**

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1. This directive applies to all cases of whatever nature.
2. This directive is effective immediately and shall be enforced strictly from the beginning of term 1 of 2026.
3. The presentation of bundles and of heads of argument on CaseLines require further regulation:
  - 3.1. to ensure the coherence of the documentation placed before a judge,
  - 3.2. to facilitate, in turn, practical navigation of the bundle,
  - 3.3. and efficient reading.
  - 3.4. and effective preparation by the judge for the hearing.

4. It is essential that each document be labelled accurately, in a useful format. and located in a usefully labelled section. Rendering the index useful is the objective and the reader must not be subjected to an exercise in trawling the bundle to search for any document. In particular, but by no means exhaustive:

4.1. A 'practice note' must appear in a section headed practice notes, not tucked away under "notices".

4.2. A document must not be obscured by being an attachment to a letter.

4.3. Correspondence must be in chronological order, identifying the sender and recipient and the date of transmission.

4.4. Except in the case of correspondence do not describe the document by first giving a date, rather describe the document by a useful label; ie, the 'main agreement', the articles of association', the transcript of the meeting of X date etc.

4.5. Describing a document merely as annexure X or Y etc is strictly forbidden.

4.6. Where there are several applicants, or respondents or plaintiffs and defendants, it is unhelpful to allude to them by, eg, third respondent etc; rather give the name of the party in shortened form to avoid confusion.

- 4.7. Where the parties are variously applicants and respondents in multiple applications and counter applications never describe them other than by a unique name.
- 4.8. The annexures to an affidavit must be separately accessible from the affidavit itself, via the side panel caselines index.
- 4.9. Previous orders by a court must be chronologically located in a section headed 'Court Orders'.
- 4.10. Previous Judgments must be located in chronological order in a section headed "Judgments".
5. When uploading documents to the court online platform the documents must at that moment be properly described when uploaded.
6. The bundle extracted from the court online platform must be exported to CaseLines as soon as possible after the notification of enrolment, but not later than:
- 6.1. In the general unopposed motion court, within 2 days of notification of enrolment.
- 6.2. In the general opposed motion court, within 10 days of notification of the date of hearing.

6.3. In special motions which are set down ad hoc, within 10 days after notification of the date of hearing.

6.4. In the Insolvency motion court, not later than within three (2) days of the date of the ***request*** for enrolment.

6.5. In the Family Court, not later than within three (2) days of date of the ***request*** for enrolment.

6.6. In the RAF Default Judgment Court, not later than within three (2) days of date of the ***request*** for enrolment.

6.7. In the special Interlocutory Court, not later than within three (2) days of the ***request*** for enrolment.

6.8. In appeals enrolled on the general appeal roll, within 5 days after the notification of the date of the appeal.

6.9. In appeals in terms of section 18(3) of the Superior Courts Act 10 of 2013, within one (1) day of the uploading of the bundle.

6.10. In the urgent motion court, immediately the matter is enrolled.

## **CERTIFICATES ABOUT BUNDLES AND INDEXES**

7. Not later than two (2) days after a bundle is uploaded, the attorneys of each party shall jointly or separately provide a certificate in which the following is stated:

7.1. the bundle complies with the provisions of para 7 of Directive 1 of 2024 and the provisions of this directive;

7.2. the index has been composed in accordance with the format set out in the schedule attached hereto;

7.3. each and every document in the bundle in each of the CaseLines sections of the margin index is separately identified by description (not merely annexure X Y or Z) and reflects the CaseLines page number.

8. The registrar shall rely upon the certificate to further process the matter. If no certificate is uploaded the matter shall not be further processed. If a matter is inadvertently processed, the Judge who is eventually called upon to hear the matter shall strike it from the roll and punitive costs may follow.

## **HEADS OF ARGUMENT ETC**

9. The heads of argument, chronologies, and practice notes of each party must contain the CaseLines page numbering when referencing the bundle.
10. The attorney uploading heads of argument must simultaneously upload a certificate in which it is stated that the heads of argument, chronologies and practice note comply with this directive.
11. The registrar shall rely upon the certificate to further process the matter. If no certificate is uploaded the matter shall not be further processed. If a matter is

inadvertently processed, the Judge who is eventually called upon to hear the matter shall strike it from the roll and punitive costs may follow.

#### **RISK OF REMOVAL WHEN DATAFILE IS PRESENTED TO THE JUDGE**

12. The parties culpable for non-compliance are at risk of punitive costs orders being made, as are appropriate in the given circumstances. In particular, delinquent parties who endeavor to manipulate these requirements to gain an advantage by a delay of a hearing shall be visited with punitive costs including an interdict against their legal representatives from charging any fees in the case.

13. A copy of para 7 of Directive 1 of 2024 is attached for easy reference.

*Dictated by the Deputy Judge President  
Electronically transmitted, therefore no signature*

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**ROLAND SUTHERLAND  
DEPUTY JUDGE PRESIDENT**

**ANNEXURE EXTRACT FROM PRACTICE DIRECTIVE 1 OF 2024****REQUIRED SECTIONS**

- 7.1 Upon case creation, practitioners must create sections in a format that makes it reader friendly. It must be possible to use the *automatic* index to identify every document uploaded. An additional index may be included that cross-references both CaseLines page numbers and another page number sequence; where this is done, such index must be in a single document.
- 7.2 Parties must not create separate sections for every document unless sound reasons exist to do so. Individual documents must be uploaded to the appropriate section to which the document belongs.
- 7.3 Heads of argument must, when referring to the uploaded documents, cross reference the bundle page number and the paragraph, where applicable.
- 7.4 If case law is uploaded, the automatic index must be capable of identifying the case name.
- 7.5 Every document uploaded must be fully legible and properly described.
- 7.6 Where an annexure to an affidavit or other document is uploaded it should be individually uploaded and described. It is insufficient to merely describe it as, e.g., FA 1 or R13.



7.7 The sections, unless sound reasons exist to present them differently, shall include the following:

SECTION NR	SECTION NAME	DESCRIPTION
01	Compliance statements	All compliance statements required in terms of this directive.
02	Pleadings	A full set of pleadings.
03	Pre-amended pleadings	A full set of pre-amended pleadings.
04	Formal notices	Notice of intention to defend, notice of bar, notice of intention to amend and other notices not falling into any other specific notice categories provided for in this classification.
05	Discovery notices	Notices calling for and dealing with the discovery of documents / production of evidence at trial. Notices in terms of rule 35, including (but not limited to) notices in terms of rule 35(3), 35(9) and 36(10).
06	Discovery affidavits	This section must include the discovery affidavit of at least the party applying for a trial

SECTION NR	SECTION NAME	DESCRIPTION
		date
07	Expert notices	Notices in terms of rule 36(9)(a) as well as rule 38(2) etc. without annexing any actual expert reports.
08	Expert reports	A set of the expert reports as contemplated in Uniform Rule 36(9)(b) to be uploaded with the Rule 36(9)(b) notice under cover of which the report was filed, and which reports conform to the requirements listed in <i>Par. Error! Reference source not found.</i> below.
09	Joint minutes by experts	Where more than one expert has reported on a given aspect, joint minutes of experts must identify precisely what is agreed and what is not agreed, with reasons stated why an agreement could not be achieved, especially as to whether the disagreement relates to a fact clinically observed or an interpretation of the facts.
10	Pre-trial notices	Notices in terms of rule 37,

SECTION NR	SECTION NAME	DESCRIPTION
		including pre-trial questions and responses to same where not included in pre-trial minute itself.
11	Pre-trial minutes	Signed pre-trial minutes that meaningfully addresses all the issues. Alternatively, if the parties do not agree to the minute's contents, a minute signed by the party filing the document must be filed together with an explanation why the parties cannot agree, including an explanation as to the utilization of the Special Interlocutory Court to endeavour to procure compliance and cooperation from an adversary.
12	Interlocutory applications	A separate section to be created for each special interlocutory or other interlocutory application containing all documentation for that application including its practice note, heads of argument and draft order of

SECTION NR	SECTION NAME	DESCRIPTION
		<p>court.</p> <p>For Example-</p> <p>IA1 - Application for the appointment of curator ad litem.</p> <p>IA2 – Special interlocutory to compel decision on general damages.</p> <p>IA3 – Special interlocutory to compel response to 35(3) notice.</p>
13	Judicial case management	<p>Application for judicial case management (letter),</p> <p>Notification of judicial case management meeting,</p> <p>agenda, and minutes of judicial case management meetings.</p>
14	Application(s) for trial / motion date(s)	<p>Applicable forms for applications for trial date / motion date. This <u>does not</u> include applications for interlocutory dates.</p>
15	Notice(s) of set down	<p>Notice(s) of set down for trial / motion.</p>
16	Practice notes	<p>All required practice notes, save for those already</p>

SECTION NR	SECTION NAME	DESCRIPTION
		uploaded under the section providing for interlocutory applications.
17	Notice(s) of final set down / enrolment	All notices of final set down / enrolment for the trial/ motion. Notices of final enrolment for interlocutory applications to be uploaded in the section created for that specific interlocutory application.
18	Trial bundle	The bundle of all documents that the parties intend to use at the trial, together with a statement as to the agreed or disputed evidential status.
19	Heads of argument and / matter chronologies	Where required the matter chronology should also be uploaded to this section.
20	Case law	
21	Draft Order(s) of court	
22	Final stamped order(s) of court	To be uploaded in chronological order and appropriately named to clearly indicate the date and nature of the order.

SECTION NR	SECTION NAME	DESCRIPTION
23	Judicial remarks	This section is for use by Judges and practitioners must not upload any documents in this section.
24	Taxation	All documents relating to the taxation process.