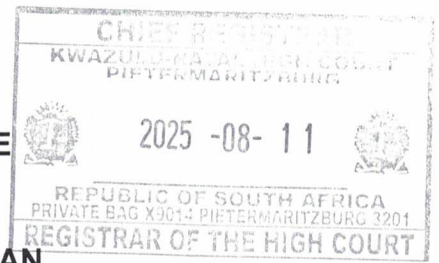




OFFICE OF THE CHIEF JUSTICE  
KWA-ZULU NATAL DIVISION  
PIETERMARITZBURG AND DURBAN



---

**INTERIM NOTICE CLOSING OF THE MOTION COURT ROLL**

---

11 August 2025

**TO: ALL LEGAL PRACTITIONERS AND LITIGANTS**

Dear All,

1. Please be advised that as of **7 August 2025** there will be a **hybrid motion court roll** accommodating both physical court files (old matters) and electronic court files (court online matters) in Durban. Pietermaritzburg has already commenced with the hybrid motion court roll.
2. To accommodate the number of matters on the roll, the motion court roll in both Durban and Pietermaritzburg will close at midday 3 court days prior to the allocated motion court date for all **unopposed and urgent online matters**.
3. All legal practitioners and litigants are advised to ensure that the court online matters are "bundled" prior to the closure of the motion roll and all physical files are indexed and paginated.
4. The same rules that apply to physical files and old matters will apply to court online matters.
5. Failure to bundle a matter on court online prior to the roll being closed will result in the matter NOT being enrolled.
6. Parties are required to ensure the Court Online Registrar is invited to all court online cases on Caselines and given full permission so the Registrar can invite the relevant Judge.
7. To assist legal practitioners and litigants kindly see the attached 7 steps to be followed when creating a bundle on court online.

**NB:**

- \* A default profile is automatically created on Caselines once a user is registered on Court Online.
- \* Please correct the account details on Caselines to reflect the correct information i.e. designation / email.
- \* If the two systems do not sync - Click "forget password" on Caselines and reset your password – use the same password as your Court online profile.

- \* Please ensure that you have activated your profile on Caselines and that the account details are correct. You will only be able to view bundled documents on Caselines.
- \* Should you require further assistance with Caselines / Court online, kindly contact the court online helpdesk telephonically or approach the clerks at the respective court online offices in both centres.

REGISTRAR KZN DIVISION

