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LAC: DIRECTIVE 01 OF 2025:

IMPLEMENTATION OF COURT ONLINE ELECTRONIC PORTAL IN

THE LABOUR APPEAL COURT

This Directive is effective 14 April 2025

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A. **Introduction**

In January 2023, the Labour Appeal Court, in accordance with the strategic plan of the Office of the Chief Justice (“**OCJ**”) , determined that all cases would be filed through the Caselines digital case management system.

Caselines is part of the OCJ’s end-to-end digital solution, which includes the Court Online digital case management portal (“**Court Online Portal**”), which was still being finalised when the Caselines system was implemented.

The Court Online Portal has been finalised, and , the Labour Appeal Court has accordingly determined that all appeal cases shall be initiated through the Court Online system *only* and no appeal case shall be initiated using the Caselines system.

1. **Registration**

- 1.1. With effect from 14 April 2025, all new petitions and appeal cases must be initiated on the Court Online Portal for issuing and enrolment.
- 1.2. No cases implemented after the effective date of this Directive shall be issued manually (in person) or through the Caselines systems.
- 1.3. To initiate 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 to the following email addresses for assistance with

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

Cape Town:- labourcourtcapetown@judiciary.org.za;

Durban:- durbanlabourcourt@judiciary.org.za;

Gqeberha: GqeberhaLabourCourt@judiciary.org.za

Johannesburg: labourcourt-admin@judiciary.org.za

- (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 make contact with the Court Online Support Helpdesk during court hours (Monday to Friday: 09h00 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

Passcode: PskwC8

[Download Teams](#) | [Join on the web](#)

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2. Procedure for the filing of petitions for leave to appeal

- 2.1. The applicant/petitioner must in accordance with the Rules of the Labour Appeal Court apply for a Labour Appeal Court case number by selecting the appropriate section on the Court Online Portal.
- 2.2. The applicant/petitioner must initiate the application by filing the notice of petition together with the founding affidavit, if any on to the Court Online Portal. The Registrar of the Labour Appeal Court shall allocate an appeal case number.
- 2.3. Upon the allocation of a case number, and after all the relevant documents have been served on the other parties, the practitioner or litigant must upload all necessary documents, including notices, pleadings and service affidavits in accordance with the Rules of the Labour Appeal Court and the applicable timeframes stipulated therein.
- 2.4. Once the petition is ripe for consideration, the practitioner or litigant must in writing notify the Registrar of the Labour Appeal Court of the compliance with the Rules of the Labour Appeal Court.
- 2.5. The Registrar must create an event on Court Online to allow the parties to create a bundle for the determination of the petition.
- 2.6. Once the bundle has been created, the Registrar must invite the relevant Judges' Secretaries to the case.

3. Procedure for urgent appeals or urgent petitions.

- 3.1. Prior to initiating a matter on the Court Online Portal, the applicant/petitioner must contact the Registrar seeking a provisional date for the enrolment of the urgent appeal or urgent petition.
- 3.2. After obtaining the provisional date for the enrolment of the matter, the practitioner or litigant must:
 - (a) affix the provisional date on the notice of motion; and
 - (b) ensure compliance with the provisions of Rule 3(7) read with Rule 4 and rule 6 and 7 of the Rules of the Labour Appeal Court by uploading the notice of urgent appeal or urgent petition on to the Court Online Portal.
- 3.3. Every urgent application initiated on the Court Online Portal must be marked as “**urgent**” when creating the case on the Portal.
- 3.4. The failure to mark the matter as urgent shall result in the matter not being prioritised for issuing. Matters which are not destined for urgent hearing must not be marked as urgent.
- 3.5. Once the matter has been initiated for issuing, it shall then be issued with a case number on the Court Online Portal by the the Registrar of the Labour Appeal Court.
- 3.6. Once the case number has been issued by the Registrar of the Labour Appeal Court, the practitioner or litigant must:
 - (a) upload the complete founding documents and fully comply with the Rules the Labour Appeal Court in respect of the filing and service of documents; and
 - (b) Create the case bundle.
 - (c) invite the Registrar of the Labour Appeal Court into the matter and provide them with all the privileges.

- (d) inform the Registrar of the Labour Appeal Court of the full compliance with the Rules of the Labour Appeal Court.

4. Procedure for the filing of appeals.

- 4.1. Where leave to appeal is granted on petition, the applicant/petitioner must file all the relevant appeal initiating documents for issuance of an Appeal case number by selecting the appropriate section on the Court Online Portal.
- 4.2. At the appeal case initiation, the appellant must file the notice of appeal together with the founding affidavit, if any and inclusive of the judgement and or order granting leave to appeal on to the Court Online Portal.
- 4.3. The Registrar of the Labour Appeal Court shall allocate an appeal case number.
- 4.4. Where leave to appeal is granted by the Labour Court, the appellant must in accordance with the Rules of the Labour Appeal Court apply for an appeal case number by selecting the appropriate section on the Court Online Portal.
- 4.5. The appellant must initiate the application by filing the notice of appeal together with the founding affidavit, if any (and inclusive of the judgment and/or order granting leave to appeal) on to the Court Online Portal. The Registrar of the Labour Appeal Court shall allocate an appeal case number.
- 4.6. Upon the allocation of a case number, and after all the relevant documents have been served on the other parties, the appellant must upload all necessary documents, including notices, records of appeal, proof of service, heads of argument and practice notes in accordance with the Rules of the Labour Appeal Court and the applicable timeframes stipulated therein. No hard/physical copies will be filed with the registrar.

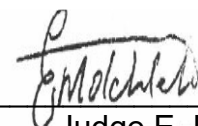
- 4.7. All documents must be uploaded directly on to the Court Online Portal and no appeal record or any other documents may not be uploaded directly to the bundle in Caselines as the Judges cannot access them.
- 4.8. The Registrar of the Labour Appeal Court shall review the documents for compliance and completeness and communicate non-compliance and/or other defects and/or discrepancies by email or on the case file using Caselines Notes.
- 4.9. A notice for a request for a hearing date, containing the correct case information e.g. case number and parties' details, must be done per the Rules of the Labour Appeal Court, only on Court days and between the hours of 08h00 to 15h00. The notice shall be accompanied by a statement, signed by the attorney for the party applying for a hearing date, confirming that :
- (a) Filing of the notice of appeal and/or cross-appeal.
 - (b) Filing of the record of appeal.
 - (c) Filing of the power of attorney.
 - (d) Condonation application, where applicable.
 - (e) That heads of argument are not more 20 pages.¹
- 4.10. The relevant Registrar Office Caselines profiles to be invited to particular cases are as follows:
- LACAppeals@judiciary.org.za;
- LACPetitions@judiciary.org.za
- 4.11. Once there is compliance with the Rules of the Labour Appeal Court and any applicable Practice Directives, the appellant must, no later than the prescribed periods, upload the notice of request for enrolment, which

¹ . See Rule 11(3)(d) of the Rules of the LAC.

must be in the correct section titled “Final notice of set down” on the case file and invite the Registrar of the Labour Appeal Court to the case.

- 4.12. The Registrar will review the notice of request for enrolment to ensure compliance with the relevant timeframes in the Rules of the Labour Appeal Court and any applicable Practice Directives and confirm the final enrolment and hearing date by noting the description of the roll whereon the matter is enrolled.
- 4.13. The Registrar of the Labour Appeal Court may further communicate defects and/or discrepancies by email or on the case file using Caselines Notes.
- 4.14. The Judge’s Secretary shall invite the Judge to the case.
- 4.15. 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 and simultaneously notify the Secretary of the Judge hearing the matter, per email, of the withdrawal.
- 4.16. Before the hearing date, the Registrar of the Labour Appeal Court shall take note of any filed notices of withdrawal and matters removed from the roll by notice.
- 4.17. The Presiding Judge’s Secretary must implement the bundle freeze when the time period for filing of documents has expired per the applicable Practice Directives or Rules at least not later than five clear Court days before the enrolment date. Practitioners or litigants may not alter or request alteration of the bundle freeze date to upload documents out of time.
- 4.18. 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 practitioner.

- 4.19. The Presiding Judge's Secretary will 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.
- 4.20. Upon the finalisation of the matter, the Judges secretary will upload the court order or judgment on to Court Online.
- 4.21. All queries, enquiries and correspondences relating to:
- (a) an appeal (pending or not), shall be communicated through LACAppeals@judiciary.org.za.
 - (b) a petition (pending or not), shall be communicated through: LACPetitions@judiciary.org.za).
5. When issuing a case the applicant/appellant/petitioner must always indicate their own reference in the application, such referencing is compulsory. In addition the original court (the court a quo) must be fixed , e.g Durban/Cape, Town and Gqeberha and, Johannesburg, including the litigant's own file reference.
6. Representatives of the media shall have access to the proceedings before the Labour Appeal Court after registering on the Court Online Portal and complying with the provisions of Rule 73 of the Rules of the Labour Court.
7. The failure to comply with the Directive will be viewed in a serious light and will be addressed by an appropriate order, including but not limited to the removal/strike out or punitive costs order.



Judge E. Molahlehi
Judge President
Labour and Labour Appeal
Courts of South Africa
14 April 2025