



**HIGH COURT OF SOUTH AFRICA**  
**NORTH WEST DIVISION, MAHIKENG**

# PRACTICE DIRECTIVES

AMENDMENT 1 OF 2026

*Issued by the Judge President of the North West Division  
in terms of section 8(4)(b) of the Superior Courts Act 10 of 2013  
With effect from 13 April 2026*

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Practice Directives  
North West Division  
High Court of South Africa

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**PRACTICE DIRECTIVES**  
**OF THE**  
**NORTH WEST DIVISION**  
**OF THE**  
**HIGH COURT OF SOUTH AFRICA**  
**AMENDMENT 1 OF 2026**

Issued by the Judge President of the North West Division of the High Court in accordance with the powers vested in terms of section 8(4)(b) of the Superior Courts Act 10 of 2013.

**PREAMBLE**

In terms of section 8(4)(b) of the Superior Courts Act 10 of 2013 ("the Act"), the Judge President of the North West Division of the High Court of South Africa ("the Division") is enjoined to exercise control over the judicial functions in the Division.

In terms of section 8(6) of the Act, the judicial functions referred to in subsection (4)(b) include the —

- (a) determination of sittings of the specific courts;
- (b) assignment of judicial officers to sittings;
- (c) assignment of cases and other judicial duties to judicial officers;
- (d) determination of the sitting schedules and places of sittings for judicial officers:
  - (i) management of procedures to be adhered to in respect of caseflow management;
  - (ii) the finalisation of any matter before a judicial officer, including any outstanding judgment, decision or order.

**DECLARATION**

I, RONALD DEON HENDRICKS, Judge President of the High Court of South Africa North West Division, by virtue of the powers vested in me in terms of the provisions of section 8(4)(b) read with section 8(6) of the Act, issue the following revised Practice Directives, to regulate the conduct of proceedings and matters incidental to the effective judicial case flow, in the North West Division of the High Court.

These Practice Directives replace all other previous Practice Directives and will be the only Practice Directives applicable in the North West Division of the High Court of South Africa, unless otherwise directed by the Judge President.

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**JUDGE PRESIDENT**  
**NORTH WEST DIVISION**

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**1. Definitions**▲ *Index*

In these Practice Directives, any reference to:

**"Circuit Court"** means any sitting of the High Court held within the area of jurisdiction of the Division as determined by the Judge President.

**"combined roll"** means the court roll comprising all matters allocated by the Judge President during term and in recess.

**"conventional method"** is abolished with effect from 13 April 2026. With effect from that date all filing and service of documents must be conducted exclusively via the e-justice system.

**"day"** means a court day which is a day that is not a public holiday, Saturday, or Sunday.

**"Designated Judge"** means a Judge designated by the Judge President of the Division to deal with matters allocated on the roll and includes a Judge on duty designated by the Judge President to deal with any specific matter.

**"Division"** means the North West Division of the High Court of South Africa.

**"e-justice system"** means the electronic case management and litigation system used by the High Court for filing, service, and processing of court documents.

**"electronic bundle"** means a collection of documents in PDF format, paginated and indexed, for use in trial or application proceedings.

**"Full Bench"** means a Court of the Division consisting of two judges.

**"Full Court"** means a Court of the Division consisting of three judges.

**"High Court"** means the High Court of the North West Division, South Africa.

**"hyperlink"** means an electronic link within a document that allows for immediate access to another document or section.

**"legal practitioner"** means an advocate, attorney or state advocate as defined, admitted, and enrolled as such, in terms of the Legal Practice Act 28 of 2014 and the National Prosecuting Authority Act 32 of 1998.

**"PDF"** means Portable Document Format, which is the required electronic format for all filed documents.

**"opposed motions"** shall include all opposed applications in which a notice of intention to oppose and an answering affidavit have been filed.

**"prescribed"** means as directed by the Judge President or Presiding Judge.

**"Presiding Judge"** means the Judge to whom a matter is allocated by the Judge President of the Division.

**"Registrar"** means the Registrar of the North West Division of the High Court.

**"Taxing Master"** refers to the Registrar of the North West Division of the High Court.

**"unopposed motions"** shall include all ex parte applications, and any unopposed application.

**"unrepresented litigant"** means a party to an action or application who is not represented by a legal practitioner.

Any references to the singular in these Practice Directives include the plural, where applicable.

*[Practice Directive 1 amended with effect from 13 April 2026 to include definitions applicable to the e-justice system (Court Online) and to abolish the conventional method of filing and service.]*

## **2. Application of the Practice Directives and Non-Compliance** ▲ *Index*

- (1) These Practice Directives determine the practice for the efficient functioning of the Courts in the Division.
- (2) The Practice Directives shall apply uniformly to legal practitioners and unrepresented litigants.
- (3) Notwithstanding any agreement between the parties to the contrary, compliance with the Rules and/or Practice Directives will be insisted upon. The Court may in its discretion condone non-compliance on good cause shown, including a cost order that the Court may deem appropriate.

## **3. Court Terms and Recess Periods** ▲ *Index*

- (1) A copy of the court terms and recesses as determined by the Chief Justice by publication in the Government Gazette shall be affixed by the Registrar to the public notice board at the Office of the Registrar.
- (2) No trials or opposed applications may be set down for hearing during recess save with leave of the Judge President or a Designated Judge. Such leave will only be granted in cases of urgency, or in exceptional circumstances.

## **4. Circuit Courts** ▲ *Index*

- (1) The Circuit Courts of the Division shall adjudicate both civil and criminal matters as directed by the Judge President or Designated Judge.
- (2) The following civil matters may be enrolled for adjudication at the Circuit Courts of the Division, sitting on pre-determined Fridays, upon the directive of the Judge President or Designated Judge:
  - (a) Unopposed Motion Court Applications;
  - (b) Opposed Motion Court Applications;

- (c) Urgent Applications;
- (d) Unopposed Matrimonial Actions and Applications;
- (e) Default Judgment Applications.

(3) A notice of set down shall be filed at the respective Circuit Courts of the Division, upon the directive of the Judge President or Designated Judge, by not later than 12H00 on the Thursday of the week preceding the Friday of the hearing.

(4) When the Thursday preceding the Friday of the hearing falls on a public holiday, the notice of set down contemplated in sub-directive (3) shall be filed by not later than 12H00 on the Wednesday preceding the public holiday.

(5) When the Friday of the hearing falls on a public holiday, the Motion Court shall sit on the Thursday preceding the public holiday.

(6) Only matters described in sub-directive (2), that are set down as prescribed in sub-directives (3), (4) or (5), will be enrolled for hearing, whereafter the Registrar shall place the roll on the notice board at the Circuit Court, and dispatch it by electronic mail to the legal practitioners or unrepresented litigants by 14H00 on the Thursday of the week preceding the Friday of the hearing.

(7) In the event of a matter which is set down as stipulated above not proceeding for whatever reason, the legal practitioner or unrepresented litigant who enrolled the matter shall notify the Registrar by not later than 12H00 on the Wednesday preceding the date of hearing. Failing which, an appropriate cost order may be made by the Presiding Judge.

(8) The dates on which the Circuit Courts, in relation to criminal matters, will be held shall be determined by the Judge President.

## **5. Commencement of Sittings**

▲ *Index*

(1) All sittings in the Division shall commence at 10H00, or at such time as may be determined by the Presiding Judge.

(2) Legal practitioners and unrepresented litigants shall be punctual in attending court at the designated time.

## **6. Time Limits: Oral Arguments**

▲ *Index*

In amplification of the written submissions/heads of argument filed by legal practitioners and/or unrepresented litigants, oral submissions (arguments) shall not exceed forty (40) minutes for each party, subject to the discretion of the Presiding Judge, save for criminal and civil trials.

## **7. Communications to Judges**

▲ *Index*

(1) Any communication from a legal practitioner or unrepresented litigant for the attention of a Presiding Judge or Judge President shall be addressed to the Judge President through the Office of the Registrar and may not be delivered and/or sent directly to the Judge President, the Presiding Judge and/or the secretaries of the Judge President or the Presiding Judge.

(2) The Judge President will direct any such communication to the Presiding Judge concerned, if required.

(3) If no response to communication so delivered and/or sent to the Office of the Registrar is received within a period of ten (10) days, an enquiry may be addressed and delivered and/or sent directly to the Office of the Judge President.

(4) Any communication from a legal practitioner or unrepresented litigant addressed or delivered and/or sent directly to a Judge President, the Presiding Judge or the secretaries of the Judge President or the Presiding Judge which does not comply with sub-directives (1) to (3) above shall not be responded to unless there is due compliance with those sub-directives.

**8. Dress Code**▲ *Index*

- (1) A legal practitioner and an unrepresented litigant are always required to be properly dressed when appearing in court (open court or on a virtual platform) or attending the chambers of a Judge.
- (2) Advocates with Senior Counsel (SC) status are required to be attired as follows:
  - (a) a silk gown;
  - (b) a silk waistcoat;
  - (c) a white shirt or blouse with a collar closed at the neck;
  - (d) a white lace jabot (commonly referred to as a "bib") or white bands;
  - (e) dark pants or skirt;
  - (f) black or dark closed shoes.
- (3) Advocates are required to be attired as follows:
  - (a) a black stuff gown;
  - (b) a plain black long sleeved jacket (and not a waistcoat) with a collar and lapels, which must have at least one or more black buttons for closing and must be buttoned up;
  - (c) a white shirt or blouse with a collar closed at the neck;
  - (d) a white lace jabot (commonly referred to as a "bib") or white bands;
  - (e) dark pants or skirt;
  - (f) black or dark closed shoes.
- (4) Attorneys are required to be attired as follows:
  - (a) an attorney's gown;
  - (b) a plain black long sleeved jacket (and not a waistcoat) with a collar and lapels, which must have at least one black button for closing and must be buttoned up;
  - (c) a white shirt or blouse with a collar closed at the neck;
  - (d) a white lace jabot (commonly referred to as a "bib") or white bands;
  - (e) dark pants or skirt;
  - (f) black or dark closed shoes.
- (5) When attending at a Judge's chambers for any reason, advocates and attorneys may either be dressed as set out in sub-directives (2) to (4) above (properly robed) or properly dressed as follows:
  - (a) a formal shirt with a collar and a tie (men) or a blouse closed at the neck (women);
  - (b) dark pants or dark skirt;
  - (c) a long sleeved dark jacket;
  - (d) black or dark closed shoes.

**9. Particulars of Legal Practitioners and Unrepresented Litigants on Documents** ▲*Index*

- (1) The name, surname, contact numbers, and an active electronic mail address of the legal practitioner and/or unrepresented litigant filing documents in the Office of the Registrar shall appear at the bottom left-hand corner of the first page of such a document.
- (2) The Office of the Registrar shall refuse to accept any document that does not comply with this requirement.

(3) A legal practitioner appearing in the Division for the first time shall provide to the Registrar a certified copy of the court order for his or her admission and a valid certificate of good standing with the Legal Practice Council, as well as confirmation that such legal practitioner has the right to appear in the High Court. The duty rests on a legal practitioner to immediately inform the Registrar of any change in his or her status.

## 10. Service

▲ *Index*

(1) The filing of the original return of service shall constitute prima facie proof of service.

(2) A return of service will ordinarily not be accepted from the bar in the absence of an acceptable explanation.

(3) Whenever the Court orders that service of an order of court be by way of publication in one or more newspapers, electronic news publications, or in any other publication, or any active social media platform, such order of court shall ordinarily be published in English as the official language of record of the Court and any of the other official languages.

(4) Sub-directive (3) shall apply mutatis mutandis to process when an order has been obtained on an application for leave to sue by way of edictal citation or by way of substituted service.

(5) Any other Court notices shall be published in newspapers circulating in the areas where interested parties or creditors reside.

(6) Where publication in the Government Gazette or newspaper of a court order, notice or other document has to be proved, the full page of the Government Gazette or newspaper containing the relevant order, notice or other document must be filed. In the case of a publication in a Government Gazette, the heading under which the relevant notice is published, or the section of the Act on which the application is based, must appear in the filed notice. The court order, notice or other document must be clearly highlighted.

(7) If a notice, by virtue of a statutory provision or a court order, has been published in a newspaper and the page of the newspaper on which such notice appears is presented for filing, that page must be folded to A4 size.

(8) In the absence of an acceptable explanation, proof of publication will ordinarily not be accepted from the bar.

(9) Where service is effected at the registered address of a company or close corporation, the Sheriff must state in the return of service that he or she ascertained that there was a notice board at the address where service was effected indicating that such address was indeed the registered office of the company or close corporation. In the absence of such statement in the return of service, the registered address must be proved by filing in the court file an official document proving the registered address of the company or close corporation.

(10) Where service is effected at a domicilium citandi et executandi, the original document wherein the domicilium is chosen must be in the court file.

(11) In actions or applications for the imprisonment or sequestration of the respondent/defendant, and for divorce, and foreclosure in respect of an immovable property, personal service of the summons or application and notice of set down must be effected on the defendant/respondent.

(12) When service of any document by registered post is prescribed or authorised, such service is proved by the production of an affidavit by the person who procured the dispatch of such document, in which he/she:

- (a) indicates the date of dispatch together with the name and address of the addressee;
- (b) describes the document so dispatched; and

- (c) indicates, if applicable, that the item in question has not been returned to the sender by the Post Office as being undelivered, and annexes the documentary proof of posting of a registered article issued by the Post Office.
- (13) Whenever a rule nisi or a provisional order has to be served, whether by delivery and/or publication and/or posting, such service shall be effected not later than ten (10) days prior to the return date of the said rule nisi or provisional order.
- (14) Notice of intention to apply for a provisional order of sequestration shall be given to the respondent prior to the filing of the application.
- (15) It shall not be necessary to give notice as provided for in sub-directive (14) where the applicant relies on:
- (a) a nulla bona return; or
  - (b) an act of insolvency in terms of section 8(g) of the Insolvency Act 24 of 1936, based on a notice by the respondent in writing to any one of the creditors of his inability to pay any of his debts.
- (16) Notwithstanding sub-directives (14) and (15), the Court may, at its discretion, dispense with the giving of notice where the Court is satisfied that it would be in the interest of the respondent or of the creditors to do so.
- (17) Notice of intention to apply for a provisional order of liquidation shall be given to the company concerned prior to the filing of the application.
- (18) In applications for provisional orders of liquidation the provisions of section 346(4A) of the Companies Act 61 of 1973 must be complied with. In terms of section 346(4A), the applicant must:
- (a) furnish a copy of the application to any registered trade union that, as far as the applicant can reasonably ascertain, represents any of the employees of the company, and to the employees themselves by:
    - (i) affixing a copy of the application on any noticeboard accessible to the applicant and the employees inside the premises of the company; or
    - (ii) where there is no access to the premises by the applicant and the employees, affixing a copy of the application to the front gate of the premises, where applicable, failing which to the front door of the premises;
  - (b) furnish a copy to the South African Revenue Service; and
  - (c) furnish a copy to the company, unless the application is made by the company or the court, at its discretion, dispenses with this requirement.
- (19) The Court may in its discretion dispense with the requirements of sub-directive (18) where the Court is satisfied that it would be in the interests of the company or of the creditors to do so, or where the Court is satisfied that the company has knowledge that such application is to be made.
- (20) Service must comply with the modernised requirements of Rule 4 of the Uniform Rules of Court:
- (a) Prohibited days: service of process and orders is prohibited on Sundays and public holidays;
  - (b) Gated communities: for service at gated estates or access-controlled complexes, the Sheriff must follow the three-tier regulation to ensure effective service where physical access to a front door is restricted.
- (21) Service of subsequent documents (after the initial summons/notice) may be effected via electronic mail or the e-justice system if the recipient is a registered user.
- (22) Litigants and legal practitioners must maintain an electronic mail address for service.

*[Practice Directive 10 amended by the inclusion of sub-directives (20) to (22) with effect from 13 April 2026.]*

## **11. Stale Service**

▲ *Index*

- (1) When an unopposed application is brought in circumstances where no notice of intention to defend or notice of opposition is filed, six (6) months or longer after the date on which the application or summons was served, a notice of set down must be served on the defendant or respondent.
- (2) The notice of set down must set out:
  - (a) the date, place and time at which the relief will be sought;
  - (b) the nature of the relief that will be sought.
- (3) The notice of set down must be served at least five (5) days before the date on which the relief will be sought.

## **12. Motion Court**

▲ *Index*

### **General**

- (1) Unopposed Motion Court will be held on each Thursday throughout the year, except on a Thursday falling within the period 23 December to 7 January, or as directed by the Judge President. The number of unopposed motions at the main seat shall not exceed 120 (one hundred and twenty); and with effect from the second term of 2026, shall not exceed 50 (fifty) at designated Circuit Courts.
- (2) Opposed Motion Court will be held on Thursdays and Fridays during term or as directed by the Judge President. An application must be made to the Registrar for an opposed application to be allocated a date on a Thursday or Friday.
- (3) When a public holiday falls on a Thursday which falls outside the period 23 December to 7 January, and the Friday immediately following is a court day, Motion Court for that week will be held on that Friday.
- (4) If the public holiday falls on the Friday immediately following such Thursday which is a public holiday, or is not a court day, Motion Court will be held on the preceding Wednesday.
- (5) Motion Court Roll will close at 16H00 on the Thursday preceding the Thursday and Friday of the Motion Court for unopposed applications; opposed applications; admissions as legal practitioners; as well as undefended matrimonial applications for the succeeding Monday.
- (6) When a public holiday falls on a Thursday, the Roll shall close at 16H00 on the Wednesday preceding the public holiday.
- (7) After the closing of the Roll, the Roll shall be dispatched not later than 14H00 on the Friday preceding the Motion Court day.
- (8) The Motion Court files shall be delivered electronically via the e-justice system to the Presiding Judge at or before 12H00 on the Friday following the closing of the Roll.
- (9) In unopposed applications which are to be postponed, a date for the postponement shall be arranged with the Office of the Registrar and a Management Note shall be completed and handed to the Court at the hearing of the matter.
- (10) In opposed applications which are to be postponed, a date for the postponement shall be arranged with the Office of the Judge President and a Management Note shall be completed and handed to the Court at the hearing of the matter.
- (11) A Management Note shall be completed in both unopposed and opposed matters and handed to the Court at the hearing of the matter where a postponement is sought.

(12) To prevent unopposed matters and opposed matters which are not ready for hearing being set down on the opposed roll, and to prevent opposed matters being set down on the unopposed roll, legal practitioners and unrepresented litigants are required, when setting down matters, to state whether the matters are to be heard as opposed or unopposed matters.

### **Unopposed Applications**

(13) All Notices of Motion should be in accordance with Form 2 of the Uniform Rules of Court.

(14) The Notice of Set Down shall be filed not later than 16H00 on the Thursday preceding the date of hearing.

(15) Only matters in which the Notice of Set Down as prescribed in sub-directive (14) is filed will be enrolled for hearing.

(16) Only admitted legal practitioners, registered candidate legal practitioners, or unrepresented litigants may set matters down for hearing.

(17) Should it come to the knowledge of the legal practitioner or an unrepresented litigant who had set the matter down that an unopposed application will not proceed, the legal practitioner or unrepresented litigant is required to notify the Registrar and thereafter file a practice note on the court file before the hearing and not later than 12H00 on the Friday preceding the hearing of the matter.

### **Opposed Applications**

(18) No opposed applications may be set down on any day other than a Thursday or Friday, save with the leave of the Judge President. The parties may elect to apply for a date on either a Thursday or a Friday.

(19) Only legal practitioners, registered candidate legal practitioners or unrepresented litigants may, in writing, apply for a date of hearing.

(20) The date of hearing of opposed motion matters shall be allocated by the Office of the Judge President on a Thursday or Friday. The parties, per agreement, may suggest a date of hearing which may be allocated by the Judge President subject to the availability of a Presiding Judge, on a Thursday or a Friday.

(21) A date of hearing shall be allocated by the Office of the Judge President within ten (10) days of such application. If no date has been allocated within the prescribed ten (10) day period, the applicant or respondent shall enquire in writing from the Registrar about the reason for the delay.

(22) A Notice of Set Down shall, save as provided for in Practice Directive 21(2), be served and filed with the Registrar within fifteen (15) days of the date allocated by the Office of the Judge President, failing which the date allocated shall lapse.

(23) No date shall be allocated if the court file is not properly paginated and indexed.

(24) If a matter on the Opposed Motion Court roll is settled, or if an interlocutory order by consent in respect of an opposed matter is sought, the matter may be placed on the unopposed roll for its disposal in that regard.

(25) In opposed applications, the legal practitioners of the applicant, respondent and unrepresented litigants where applicable shall file a practice note setting out a brief summary of the nature of the application and the relief sought. The practice note shall be in the form set out in Annexure "A" and shall contain the information stipulated therein.

## **13. Chamber Book Applications**

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(1) The chamber book shall be used for the following matters:

- (a) to correct, amend or vary orders, save for matters which require notice in terms of Rule 42(1);
  - (b) section 36 of the Mental Health Act 17 of 2002 applications;
  - (c) surrogacy applications;
  - (d) Anton Piller applications;
  - (e) applications for directives from or approval of a Judge required in terms of Uniform Rules of Court 3, 6(11), 31(1), 34(7), 35(1), 39(19), 39(22) and 40(5) or any other order or directive as the Court may deem fit.
- (2) Allocation of chamber book applications shall be done by the Judge President or a Designated Judge.
- (3) A chamber book application shall be dealt with and disposed of within seven (7) days of receipt thereof from the Office of the Judge President or the Designated Judge. After the expiry of a period of ten (10) days from the date of the filing of the chamber book application in the Office of the Registrar, a legal practitioner may enquire from the Office of the Judge President in writing about the delay.

#### **14. Urgent Applications**

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- (1) In accordance with Uniform Rule 6(12)(a), this Practice Directive determines the procedure applicable to urgent applications in this Division.
- (2) The procedure applicable to urgent applications in this Division is intended to regulate the procedure provided for in Rule 6(12) and will be strictly enforced by the Judge on duty and/or any other Designated Judge dealing with urgent applications.
- (3) The Judge on duty dealing with urgent applications and/or any other Designated Judge will determine the time, place and manner in which an urgent application will be disposed of.
- (4) Urgent applications fall within the following categories which shall be specifically stated in the notice of motion:
- (a) ex parte urgent applications where service of the application will defeat the purpose of the relief sought;
  - (b) extremely urgent applications brought with less than 48 hours' notice from the time of the notice of the application to the respondent(s) to the time of the hearing;
  - (c) urgent applications ordinarily brought with less than five (5) days' notice from the time of the notice of the application to the respondent(s) to the time of the hearing; and
  - (d) semi-urgent applications brought with more than five (5) days' notice from the time of the notice of the application to the respondent(s) to the time of the hearing.
- It follows axiomatically that ex parte urgent applications and extremely urgent applications may be brought on any day of the week.
- (5) All other urgent applications and semi-urgent applications shall only be enrolled on a Friday at 10H00.
- (6) All communications and papers relevant to an urgent application shall be filed via the e-justice system. Where the duty Judge or Designated Judge so directs, documents shall also be transmitted directly to such Judge by electronic means specified by the Judge.

#### **15. Applications for Trial Dates and Notices of Set Down**

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##### **Applications for Dates**

- (1) Only legal practitioners, registered candidate legal practitioners or an unrepresented litigant may apply for a trial date.

- (2) A request for a trial date must be made in writing and filed with the Office of the Registrar.
- (3) Any party requesting a date may, together with such request, provide the Registrar with three (3) suggested trial dates which must be per agreement between the parties in the action. The date may be allocated subject to the availability of a Presiding Judge.
- (4) A trial date will be allocated by the Registrar within seven (7) days upon receipt of such request.
- (5) If a date is not allocated within the period stated in sub-directive (4), the parties shall in writing make an enquiry to the Office of the Registrar regarding the reasons for the delay.
- (6) If no response is received from the Registrar within seven (7) days after the enquiry, a written report shall be directed to the Judge President.
- (7) All applications for trial dates shall explicitly or by reference state the relief which is to be sought at the hearing.
- (8) No trial date will be allocated unless the court file is properly paginated and indexed as prescribed in Practice Directive 23, at least five (5) days before the date of hearing.

### **Notices of Set Down**

- (9) Only qualified legal practitioners, registered candidate legal practitioners or an unrepresented litigant may set matters down for hearing.
- (10) A notice of set down shall be delivered with the Office of the Registrar within fifteen (15) days of the allocation by the Registrar of a date for trial, failing which the date allocated shall lapse.

### **16. Applications for Default Judgment**

▲ *Index*

- (1) Unopposed applications for default judgment to be entertained by a Presiding Judge will be heard on Mondays at the main seat, or on Fridays at the Circuit Courts, for those matters falling within the jurisdiction of the Circuit Courts.
- (2) The plaintiff shall apply for default judgment in accordance with Rule 31 of the Uniform Rules of Court where service of the summons commencing action has been effected on the defendant by the Sheriff in accordance with Rule 4(1) and where the defendant is in default of filing a notice of intention to defend.
- (3) A notice of application for default judgment and set-down before a Presiding Judge shall be in the form (or as near as may be appropriate) to Annexures "C1" to "C4" of these Practice Directives. All such applications shall be accompanied by a draft order in the form (or as near as may be appropriate) to Annexure "D1" of these Practice Directives.
- (4) A notice of application for default judgment and set-down before the Registrar shall be in the form (or as near as may be appropriate) to Annexure "C5" of these Practice Directives. All such applications shall be accompanied by a draft order in the form (or as near as may be appropriate) to Annexure "D2" of these Practice Directives.
- (5) A draft order, relating to a matter envisaged in sub-directives (3) and (4), shall, save in exceptional circumstances, be filed not later than 12H00 on the Tuesday preceding the Monday on which the matter will be heard.
- (6) Applications for default judgment before the Registrar will be heard every Thursday except a Thursday which falls within the period 23 December to 7 January.
- (7) If the Registrar is of the opinion that the application for default judgment should be entertained by the Court, the Registrar will direct that the matter be set down for hearing in open court in terms of Rule 31(5)(b)(v). Provided that if the application is for an order declaring residential property specially executable, the Registrar must refer such application to the Court.

(8) All applications for default judgment involving residential property where the creditor seeks an order declaring immovable property specially executable shall comply with Rule 46A(5) of the Uniform Rules of Court.

(9) Applications for default judgment in actions for damages where oral evidence is led on the merits and quantum should not be enrolled on a Motion Court day. An application for a date of hearing should be made to the Office of the Registrar.

#### **16A. Mandatory Mediation (Rule 41A)**

▲ *Index*

(1) This Practice Directive is a mandatory prerequisite for all new actions and applications:

(a) Notice (Form 27): all summonses and notices of motion must be accompanied by a Rule 41A Notice stating whether the party agrees to or opposes mediation;

(b) Response: the defendant/respondent must file a corresponding notice before delivering a plea or opposing papers;

(c) Joint Minute: following any mediation process, a Joint Minute signed by all parties and the mediator must be filed with the Registrar within five (5) days.

#### **17. Pre-Trial Conference**

▲ *Index*

(1) Pre-trial conferences shall be dealt with strictly in accordance with Rule 37 of the Uniform Rules of Court.

(2) The pre-trial conference should be regarded as an ongoing procedure which, having been convened, does not end but will stand adjourned until the commencement of the trial with either party free to reconvene it from time to time on reasonable notice. A Designated Judge, who need not be the Presiding Judge, may at any time at the request of a party or of own accord call upon the legal practitioners for the parties and/or unrepresented litigant to hold or to continue with a conference before the Designated Judge in chambers and may direct the parties to be available at such conference.

(3) The minutes of the conference shall comply with Rule 37(6) of the Uniform Rules of Court.

(4) Legal practitioners for the parties, or a legal practitioner and the unrepresented party, shall report to the Designated Judge hearing the trial at least five (5) days before the hearing, with a signed copy of any further minutes of the conferences for any suggestions by the Judge which could curtail the duration of the trial.

(5) No application for a date of hearing may be filed unless accompanied by a minute in terms of Rule 37(6) in proper form signed by the legal practitioners for the parties or an unrepresented litigant.

(6) If the Court is not satisfied that the letter and spirit of Rule 37 has been complied with, it may order that the matter be removed from the roll or postponed. An appropriate cost order may be considered in terms of Rule 37(9).

(7) A trial date shall not be allocated by the Office of the Registrar in conjunction with the Office of the Judge President unless a proper pre-trial minute is filed, or the matter has been certified trial ready by a Designated Judge at a Judicial Case Management Conference.

#### **18. Judicial Case Management (Rule 37A)**

▲ *Index*

##### **Objective**

(1) This Practice Directive gives effect to Rule 37A of the Uniform Rules of Court. Its purpose is to impose a structured, court-directed framework for the management of defended actions and opposed applications, so as to advance matters to trial or hearing in an orderly, expeditious, and cost-effective manner and to eliminate avoidable delay in litigation. The

court takes an active, interventionist role in the management of matters from the time of referral to judicial case management until the issue of a Trial Readiness Certificate.

#### **Automatic Referral to Judicial Case Management**

(2) The following categories of matter shall be automatically referred to judicial case management by the Registrar, on the direction of the Judge President:

- (a) any defended action or opposed application in which no trial date or date of hearing has been set within twelve (12) months of the filing of the notice of intention to defend or the notice of intention to oppose;
- (b) all personal injury claims, including claims against the Road Accident Fund and claims arising from alleged medical negligence, within sixty (60) days of the filing of the notice of intention to defend;
- (c) any matter certified by the Registrar as complex by reason of the volume of documents, the number of parties, or the legal or factual issues raised;
- (d) any matter in which a party applies in writing to the Registrar for judicial case management; and
- (e) any other matter which the Judge President or a Designated Judge, on their own initiative, considers appropriate for judicial case management.

#### **Designation of the Case Management Judge**

(3) Upon referral of a matter to judicial case management, the Judge President shall designate a Judge ("the case management Judge") to manage that matter. The case management Judge shall remain seized of the matter from the date of designation until the issue of a Trial Readiness Certificate. The case management Judge need not be the trial Judge.

#### **Case Management Questionnaire**

(4) Not later than ten (10) days before the first case management conference, each party must file, via the e-justice system and deliver to all other parties, a completed Case Management Questionnaire (Annexure "E") setting out:

- (a) a brief description of the nature of the claim or dispute and the main issues in contention;
- (b) the state of the pleadings and the steps outstanding, with proposed dates for completion;
- (c) the status of discovery, with a proposed date for completion of mutual discovery and inspection in terms of Rule 35;
- (d) a list of expert witnesses to be called, the nature of their expertise, and proposed dates for the delivery of Rule 36(9)(a) notices, the exchange of expert reports, and the compilation of joint minutes;
- (e) an indication of whether a separation of issues in terms of Rule 33(4) is appropriate or will be sought;
- (f) any interlocutory applications pending or reasonably anticipated;
- (g) an estimate of the probable duration of the trial or hearing; and
- (h) any other information that may assist the case management Judge in formulating a just and workable case management timetable.

#### **First Case Management Conference**

(5) Upon receipt of the Case Management Questionnaires, the case management Judge shall convene a first case management conference. The conference may be held in the Judge's chambers, in open court, telephonically, or by means of the e-justice system or such other

electronic platform as the case management Judge may direct. Legal practitioners and, where appropriate, the parties themselves shall attend the conference.

(6) At the first case management conference the case management Judge shall consider the Case Management Questionnaires and, after affording the parties an opportunity to address the court, issue a Case Management Directive in terms of sub-directive (7) below.

#### **Case Management Directive**

(7) The case management Judge shall issue a Case Management Directive setting out a binding timetable for the conduct of the litigation. The directive shall specify actual calendar dates (not merely timeframes) for each of the following steps, to the extent applicable:

- (a) the delivery of outstanding pleadings, including any replication, third-party notices, or amended pleadings;
- (b) discovery by all parties in terms of Rule 35;
- (c) delivery of Rule 36(9)(a) notices;
- (d) exchange of expert reports in terms of Rule 36(9)(b);
- (e) compilation and filing of joint minutes by experts of a similar discipline;
- (f) the pre-trial conference in terms of Rule 37, including the dates for exchange of the lists contemplated in Rule 37(4) and for the filing of the signed pre-trial minute;
- (g) any hearing of interlocutory applications arising in the matter; and
- (h) the application for a trial date, to be made to the Office of the Registrar after the issue of a Trial Readiness Certificate.

(8) The Case Management Directive is binding on all parties and their legal practitioners. It shall be filed on the court file and served on all parties via the e-justice system by the Registrar.

(9) A party who anticipates that it will be unable to comply with any step in the Case Management Directive must apply to the case management Judge, on written notice to all other parties, not less than five (5) days before the relevant date, for an amendment of the directive. Retrospective extensions of time shall not be granted save in exceptional circumstances, which must be fully set out on affidavit.

#### **Subsequent Case Management Conferences**

(10) The case management Judge may, on their own initiative or on written application by any party, convene further case management conferences at any stage of the proceedings. The conferences may be conducted in chambers, telephonically, or via the e-justice system. Any party wishing to raise a matter at a subsequent conference must notify all other parties in writing not less than five (5) days before the proposed conference, unless the case management Judge directs otherwise.

#### **Judicial Pre-Trial Conference**

(11) Where the pre-trial conference held in terms of Rule 37 has failed to yield meaningful agreement, or where the signed pre-trial minute does not, in the opinion of the case management Judge, comply with the requirements of Rule 37(6), the case management Judge may convene a judicial pre-trial conference in terms of Rule 37(8) and conduct it personally. At such a conference the Judge may make such orders as are necessary to determine the issues to be decided at trial, limit the evidence, and curtail the duration of the proceedings.

#### **Interlocutory Applications**

(12) All interlocutory applications arising in a matter subject to judicial case management shall be referred to the case management Judge. The case management Judge may dispose of such applications in chambers, telephonically, in open court, or via the e-justice system. The

bringing of an interlocutory application shall not automatically suspend the operation of the Case Management Directive, unless the case management Judge expressly directs otherwise.

### **Trial Readiness Certificate**

(13) No matter shall be enrolled for trial, and no trial date shall be allocated, without a Trial Readiness Certificate issued and signed by the case management Judge. The Registrar shall only allocate a trial date upon receipt of a Trial Readiness Certificate.

(14) The case management Judge shall issue a Trial Readiness Certificate only upon being satisfied that:

- (a) all pleadings have been closed;
- (b) mutual discovery and inspection have been completed;
- (c) all Rule 36(9) notices have been delivered, expert reports exchanged, and joint minutes filed;
- (d) a proper pre-trial minute complying with Rule 37(6) has been filed; and
- (e) the parties have confirmed in writing that they are ready to proceed to trial and that all witnesses, including expert witnesses, are available for the proposed trial dates.

(15) Once a Trial Readiness Certificate has been issued, the case management Judge shall indicate this on the cover of the court file and the matter shall be referred to the Registrar for the allocation of a trial date in conjunction with the Office of the Judge President.

### **Consequences of Non-Compliance**

(16) Failure to comply with a Case Management Directive or with any order made by the case management Judge constitutes a contempt of the court's process. The case management Judge may, on their own initiative or on application by any party, make one or more of the following orders:

- (a) striking out the defaulting party's pleadings, or barring the defaulting party from leading evidence or raising a defence;
- (b) judgment against the defaulting party;
- (c) a punitive cost order against the defaulting party or against the legal practitioner personally, including a cost order de bonis propriis; and
- (d) any other order that is just and appropriate in the circumstances.

### **Record-Keeping and Reporting**

(17) The Registrar shall maintain a register of all matters referred to judicial case management. The register shall record, in respect of each matter, the date of referral, the case management Judge assigned, the dates and outcomes of all case management conferences, all directives issued, any instances of non-compliance and the orders made in response, and the date of issue of the Trial Readiness Certificate. The register shall be accessible to the Judge President and all judicial officers of the Division.

(18) Each case management Judge shall, on a monthly basis, report to the Judge President on the status of all matters under their management, identifying any matters in which the timetable has been materially disrupted and the steps taken or proposed to address such disruption.

## **19A. Evidence on Affidavit: Rule 38(2)**

▲ *Index*

(1) A substantive application shall be brought before the Presiding Judge by any of the parties if such party intends to request the Presiding Judge that evidence is required to be adduced on affidavit at any trial or that the affidavit of any witness be read at the hearing.

(2) An application in terms of Uniform Rule 38(2) shall be brought before the commencement of the trial, on due notice in terms of Rule 6, to the other parties in the litigation.

### **19B. Expert Evidence in Personal Injury Claims**

▲ *Index*

(1) In all personal injury claims parties must file a practice note.

(2) The practice note shall constitute an explanatory note on either merits and/or quantum, setting out the nature of the claim, the issues to be decided and whether a separation of merits and quantum should be ordered in terms of Rule 33(4).

(3) In any personal injury claim where liability was finalised following a separation order in terms of Rule 33(4) in respect of the merits (liability) and quantum, the parties must indicate in the practice note exactly what paragraphs of the Particulars of Claim, read with the Plea, were disposed of during the trial in respect of liability.

(4) The parties are required to provide a list of experts for whom notices of intention to call such experts as contemplated in Rule 36(9) were given and who are to be called by the respective parties at the trial.

(5) Where experts of a similar nature are used by the parties, such experts shall compile a joint minute expressly setting out and containing sufficient information as to what the experts agree upon; what the experts disagree upon; and setting out and motivating the reasons and/or explanations for the disagreement between the experts.

(6) The parties are requested to confirm that those experts who are going to testify have been reserved and are available to testify.

(7) The parties are required to record any agreement regarding the status and admissibility of documents, including agreement on the admissibility of hearsay evidence in terms of section 3(1)(c) of the Law of Evidence Amendment Act 45 of 1988 and in terms of Part VI of the Civil Proceedings Evidence Act 25 of 1965.

(8) Where the parties are unable to agree on the status of documents, the party that objects to any document(s) must specify each document so disputed and provide the reason(s) for doing so.

### **20. Early Allocation of Matters to Judges**

▲ *Index*

(1) Any matter on the roll which in the opinion of the legal practitioners or unrepresented litigant is of such a nature, by reason of the volume of the record or complexity thereof, that it requires early allocation, such legal practitioner or unrepresented litigant shall deliver to the Registrar, not less than thirty (30) days before the date of hearing, a notice to that effect setting out the details of the case.

(2) A notice envisaged in sub-directive (1) shall set out the case number, the names of the parties and of the legal practitioners appearing, the date of hearing and that the provisions of Rule 62(4) have been or will be timeously complied with.

(3) Failure on the part of the legal practitioner or unrepresented litigant to deliver the notice referred to in sub-directive (2) could result in the matter not being heard on the allocated day.

(4) A punitive cost order may be made against the party or the legal practitioner who does not comply with these provisions.

### **21. Commencement and Continuation of Hearing of Matters**

▲ *Index*

(1) When a Court commences with the hearing of an enrolled matter which has been set down, such matter shall ordinarily, in the discretion of the Presiding Judge, be adjudicated until it is finalised.

(2) In instances where the hearing of a matter has commenced and has not been finalised, the matter may proceed on a date to be determined by the Presiding Judge in conjunction with the Office of the Judge President, and in consultation with all parties to ensure continuity and stability of the court roll for the expeditious and efficient disposal of matters.

(3) In the allocation of a date for continuation of a matter envisaged in sub-directive (2), due regard shall be had to matters that have already been enrolled on the combined roll to circumvent any prejudice to parties whose matters have so been enrolled, with due regard to section 34 of the Constitution.

## **22. Divorce Actions**

▲ *Index*

### **Undefended Divorces**

(1) The adjudication of undefended divorces shall be on Mondays at the main seat.

(2) The adjudication of undefended divorces which fall within the jurisdiction of the Circuit Courts may be set down for adjudication on Fridays in accordance with the provisions of Practice Directive 4.

### **Defended Divorces**

(3) The adjudication of defended divorces shall be set down for hearing at the main seat on Mondays or the designated Circuit Courts on Thursdays and/or Fridays.

### **Marriage Certificates, Antenuptial Contracts and Financial Disclosure**

(4) In all divorce actions, a copy of the marriage certificate of the parties and/or antenuptial contracts where applicable shall be filed. The financial disclosure form where applicable shall be filed. The original marriage certificate and/or ante-nuptial contracts where applicable shall be handed up at the hearing of the matter.

(5) Failure to comply with sub-directive (4) will result in the matter either being postponed, removed or struck from the roll.

## **23. Preparation and Filing of Court Documents**

▲ *Index*

(1) With effect from 13 April 2026, all filing and service of documents must be conducted exclusively via the e-justice system. The conventional method of filing in hard copy at the Office of the Registrar is no longer available. Any document purportedly filed by the conventional method after 13 April 2026 shall not be regarded as properly filed.

(2) Files must be in unencrypted PDF format.

(3) Before applying for a date of set-down, legal practitioners and/or unrepresented litigants shall index and paginate the court file. Electronic trial bundles must be scanned (if hard copy) or converted to PDF, indexed, and paginated. Parties must use hyperlinks in the index for navigation.

(4) The index must contain sufficient information to enable the Court to identify every document without having to refer to the document itself.

(5) The rule regarding description of documents in the index shall apply to all matters, including civil and criminal proceedings.

(6) Where additional documents are filed after the indexing has been completed, the additional documents must be paginated following the original pagination and a supplementary index must be filed in which the additional documents are listed.

(7) Duplication of documents should be avoided. Any duplicate documents and/or extra documents shall be removed from the court file and a punitive order as to costs may be made if a legal practitioner and/or unrepresented litigant fails to remove duplicate or extra documents from the court file.

(8) Special orders as to costs may be made in appropriate cases where the papers are not in order, including orders for costs de bonis propriis.

#### **24. Settlement, Withdrawal and Postponement of Matters**

▲ *Index*

(1) If a matter is settled, or is to be withdrawn or postponed, or if any issue raised will not be pursued, the legal practitioner or unrepresented litigant who has set the matter down shall immediately file a Practice Note informing the Registrar accordingly, and where applicable file the relevant notice. The Registrar shall without delay inform the Presiding Judge.

(2) If a settlement agreement is entered into between the parties, the original settlement agreement shall be provided to the Presiding Judge.

(3) Where a settlement has been reached, Rule 41(4) shall apply.

(4) If the settlement is in respect of contingency fee agreements as defined in the Contingency Fees Act 66 of 1997, the affidavits in terms of section 4 of this Act must be filed. The legal practitioner of the plaintiff shall ensure that the settlement complies with the Act.

(5) Where no contingency fee agreement was entered into, the legal practitioner must file an affidavit confirming such fact.

(6) All matters postponed in Court shall be postponed to a date arranged with the Office of the Registrar in conjunction with the Office of the Judge President, after the Presiding Judge has confirmed that the matter can be postponed and the Office of the Judge President issues a management note for the postponement. A management note for the postponement must be signed by the Registrar or the secretary in the Office of the Judge President.

(7) Where a matter is withdrawn, the provisions of Rule 41(1) shall apply.

#### **25. Application for Leave to Appeal**

▲ *Index*

(1) An application for leave to appeal will, in all matters where such application was not brought immediately after judgment and reasons therefor were handed down, be heard on a date to be determined by the Registrar in consultation with the Judge President and/or Presiding Judge. In that event, unless the Presiding Judge otherwise directs, heads of argument should be filed in accordance with Practice Directive 26.

(2) An application for leave to appeal must be delivered within fifteen (15) days after the date of the order or the reasons for the order, whichever is later.

#### **25A. Appeals — General**

▲ *Index*

(1) Civil and criminal appeals may be set down for hearing during term on a date allocated by the Registrar in conjunction with the Office of the Judge President.

(2) It is the responsibility of the appellant to ensure that the record, which may include a transcription of the proceedings and/or pleadings only, is properly typed, both as to content, layout, spacing, numbering of the pages and lines, and is properly indexed and paginated. Where the pages of the record have already been numbered by the transcriber, it shall not be necessary to re-number those pages. Any additional pages inserted at the beginning of the record before the already numbered pages may be numbered in Roman numerals or alphabetically. Any additional pages inserted at the end of the record shall follow numerically in sequence.

(3) Legal practitioners and/or unrepresented litigants must indicate in a Practice Note which volumes and reading material are necessary for the determination of the issues on appeal.

(4) Applications for the amendment of the grounds of appeal will not be considered unless adequate notice has been given to all parties concerned.

- (5) Where an appeal is set down for hearing and the appellant abandons the appeal or is unable to proceed with it, the appellant and/or the legal practitioner shall immediately file a Practice Note to notify the Registrar, and the appeal will be removed from the roll.
- (6) A legal practitioner who withdraws as a legal practitioner of record for a party in an appeal must comply with the procedure prescribed by Uniform Rule 16(4).
- (7) The heads of argument of each party must be accompanied by a typed practice note indicating:
  - (a) the name and case number of the matter;
  - (b) the nature of the appeal;
  - (c) the issues on appeal succinctly stated;
  - (d) an estimate of the duration of the argument, which shall not exceed more than forty (40) minutes per legal practitioner;
  - (e) if more than one day is required for argument, the reasons for the request;
  - (f) if the appeal is said to be urgent or is entitled to some preference on the roll, the reasons therefor;
  - (g) a list reflecting those parts of the record that, in the opinion of the legal practitioner, are necessary for the determination of the appeal;
  - (h) a summary of the argument, not exceeding two folios;
  - (i) an indication of those authorities to which particular reference will be made during the argument.
- (8) Cross-appeals do not require separate heads of argument.
- (9) The Registrar will, subject to the discretion of the Presiding Judge or Judges, accept documents in relation to an appeal on the date of the hearing of that appeal.

## **25B. Civil Appeals**

▲ *Index*

### **Civil Appeals to the Full Court**

- (1) In all civil appeals to the Full Court, three (3) copies of heads of argument as well as three (3) copies of the record shall be delivered to the Registrar.
- (2) The appellant shall deliver a concise and succinct statement of the main points (without elaboration) which the appellant intends to argue on appeal, as well as a list of the authorities to be tendered in support of each point, not later than fifteen (15) days before the appeal is heard. The respondent shall deliver a similar statement not later than ten (10) days before the appeal is heard.

### **Civil Appeals to the Full Bench**

- (3) In all civil appeals to the Full Bench, two (2) copies of heads of argument as well as two (2) copies of the record shall be delivered to the Registrar.
- (4) The appellant shall deliver a concise and succinct statement of the main points (without elaboration) which the appellant intends to argue on appeal as well as a list of the authorities to be tendered in support of each point, not later than fifteen (15) days before the appeal is heard. The respondent shall deliver a similar statement not later than ten (10) days before the appeal is heard.
- (5) Notwithstanding the provisions of Rule 50(10), the Judge President may, in consultation with the parties concerned, direct that an appeal be dealt with as an urgent matter.

## **25C. Criminal Appeals**

▲ *Index*

### **Criminal Appeals to the Full Court**

(1) In all criminal appeals to the Full Court, three (3) copies of heads of argument and list of authorities, as well as three (3) copies of the record, shall be delivered to the Registrar.

(2) The heads of argument of the appellant shall be delivered to the Director of Public Prosecutions not later than fifteen (15) days before the appeal is heard. The Director of Public Prosecutions shall deliver heads of argument not later than ten (10) days before the appeal is heard.

### **Criminal Appeals to the Full Bench**

(3) In all criminal appeals to the Full Bench, two (2) copies of heads of argument and list of authorities, as well as two (2) copies of the record, shall be delivered to the Registrar.

(4) The heads of argument of the appellant shall be delivered not later than fifteen (15) days before the appeal is heard, to the Director of Public Prosecutions. The Director of Public Prosecutions shall deliver heads of argument not later than seven (7) days before the appeal is heard.

### **25D. Re-instatement/Re-enrolment of Appeals, Removal and Striking of Appeals ▲**

#### *Index*

(1) Whenever an appeal is struck from the roll, a substantive application must be made for the re-instatement of the appeal on proper notice to the respondent(s), setting out the reasons for the failure to timeously prosecute the appeal. The court may on good cause shown re-instate the appeal.

(2) An application for the allocation of the date of hearing of the application for the reinstatement of the appeal, coupled with the hearing of the merits of the appeal, must be made to the Office of the Registrar, in conjunction with the Office of the Judge President, for the allocation of a date of hearing.

(3) The application for re-instatement of the appeal shall be determined by the court hearing the appeal.

(4) Whenever an appeal is removed from the roll, such an appeal may be re-enrolled upon due notice to the respondent(s), and upon an application being made to the Office of the Registrar, in conjunction with the Office of the Judge President, for the allocation of a date for the re-enrolment of the appeal, coupled with the hearing of the merits of the appeal.

### **25E. Lapsed Appeals**

▲ *Index*

(1) An appeal from the Magistrates' Court which is deemed to have lapsed as contemplated in Rule 50(1) of the Uniform Rules of Court read with Rule 51(9) of the Magistrates' Court Rules may be enrolled upon application being made and upon good cause being shown to the court of appeal.

(2) The respondent may apply for an order by the court of appeal that the appeal has in fact lapsed.

(3) The application either for the re-instatement of the appeal or for the declaration of the lapping must be heard simultaneously with the merits of the appeal.

### **25F. Petitions from the Magistrates' Court**

▲ *Index*

(1) If an application for leave to appeal in a criminal matter is unsuccessful in the Magistrates' Court, the accused may in terms of sections 309B and 309C of the Criminal Procedure Act 51 of 1977 petition the Judge President for leave to appeal.

(2) The petition from the Magistrates' Court must be lodged by way of petition procedure and not by way of notice of motion to the Motion Court.

(3) The petition to the Judge President for leave to appeal against the conviction or sentence of the Magistrates' Court must be filed via the e-justice system.

- (4) Petitions shall be dealt with urgently and finalised within seven (7) days of receipt from the Office of the Judge President.
- (5) The Junior Judge should read the petition and contact the Senior Judge with his/her views whether leave to appeal should be granted or not as soon as possible after the record has been studied. It should be indicated whether leave to appeal should be granted against conviction and sentence or only conviction or the sentence, where the petitioner requests leave to appeal against both conviction and sentence.
- (6) An order should be typed and signed by both Judges.

### **25G. Automatic and Special Reviews**

▲ *Index*

- (1) Save for reviews received during recess which shall be dealt with by the recess duty Judge, automatic and special reviews in terms of sections 302(1) and 302(4) of the Criminal Procedure Act 51 of 1977, section 85 of the Child Justice Act 75 of 2008 and section 22 of the Superior Courts Act 10 of 2013, shall be dealt with within seven (7) days of receipt from the Office of the Judge President.
- (2) Where a reviewing Judge has requested reasons from the trial magistrate and the magistrate has responded thereto, that review should be referred back to the reviewing Judge during term (unless the Judge is no longer available). During recess, the duty Judge, whether or not the Judge has dealt with the review previously, shall attend to the review within seven (7) days.
- (3) Similarly, where a reviewing Judge has referred a review to the Director of Public Prosecutions (DPP), and the DPP's opinion has been received, the review should be referred back to that Judge for disposal during term (unless the Judge is no longer available). During recess, the duty Judge, whether or not the Judge has requested an opinion from the DPP, shall attend to the review within seven (7) days.
- (4) Where the reviewing Judge(s) have ordered the immediate release of the accused from a Correctional Centre, the order of the reviewing Judge(s) must forthwith be referred to the Office of the Registrar for urgent processing.
- (5) If proceedings are certified to be in accordance with justice, the review control document (J4) in the court file must be signed by the reviewing Judge where provided, and a written judgment will not be necessary, unless the reviewing Judge is of the view that certain aspects relating to the trial need to be brought to the attention of the trial magistrate.
- (6) As soon as the comments of the magistrate and/or Director of Public Prosecutions are received, and the Judge decides that there is a need to interfere with the conviction and/or sentence, the Judge shall write a judgment within seven (7) days.
- (7) A review judgment shall be handed down by two (2) Judges, save during recess when the recess duty Judge shall hand down such judgment as a single Judge.

### **25H. Bail Appeals**

▲ *Index*

#### **Bail Appeals from the Magistrates' Court**

- (1) As soon as the proceedings in the bail application (the record) and the magistrate's judgment have been transcribed, application for the enrolment of the appeal shall be made to the Office of the Registrar.
- (2) The Office of the Judge President shall then determine the date of hearing and the allocation to a Designated Judge.
- (3) The Office of the Registrar shall inform all parties of the allocated date and time of the bail appeal.
- (4) Judgments in bail appeals shall be handed down within seven (7) days of the date of hearing of the bail appeal.

**Bail Appeals from a Decision of a Single Judge of the Division**

- (5) As soon as the proceedings in the bail application (the record) and the Judge's judgment have been transcribed, application for the enrolment of the appeal shall be made to the Office of the Registrar.
- (6) The Office of the Judge President shall then determine the date of hearing and the allocation to a Designated Judge.
- (7) The Office of the Registrar shall inform all parties of the allocated date and time of the bail appeal.
- (8) Bail appeals from a decision of a single Judge of the Division are heard by the Full Court.

**Bail Applications in the High Court after Transfer from the Magistrates' Court**

- (9) Once a criminal trial has been transferred from the Magistrates' Court and the accused has/have appeared in the High Court, the High Court will be seized with any application for bail brought by an accused.
- (10) The Office of the Judge President shall determine the date of hearing of the bail application and the allocation to a Presiding Judge.
- (11) The Office of the Registrar shall inform all parties of the allocated date and time of the bail application.

**Bail Applications by the Full Bench**

- (12) Any application for bail pending an application for special leave to the Supreme Court of Appeal, following the dismissal of an appeal by the Full Bench, shall be heard by the Full Bench.

**26. Filing and Service of Heads of Argument in Matters other than Civil or Criminal Appeals**▲ *Index*

- (1) In all matters except trials and civil or criminal appeals, heads of argument clearly indicating the names of the parties, the case number, and the date on which the matter is set down on the roll must be filed electronically via the e-justice system.
- (2) Heads of argument should include hyperlinks to authorities cited where those authorities are available in the electronic bundle or on public legal databases.
- (3) Heads of argument shall be delivered by a legal practitioner appearing on behalf of the parties, or unrepresented litigant(s), as follows:
  - (a) by electronic submission via the e-justice system, not less than fifteen (15) days before the date on which the matter is set down; and
  - (b) by like electronic submission by the defendant or respondent, as the case may be, not less than ten (10) days before the said date.
- (4) The Judge President may in any instance determine earlier or later dates than those prescribed in this Practice Directive.
- (5) In all applications where the respondent has only filed a notice of intention to oppose but no answering affidavit has been filed, and intends to argue on the papers of the applicant or raise points of law, the respondent shall file a notice to that effect and heads of argument.

**27. Striking/Removing Matters other than Appeals from the Roll**▲ *Index*

- (1) Save where special circumstances are found to be present, matters in which the set-down has preceded the expiry of the dies induciae will be struck from the roll with an appropriate order as to costs.

- (2) Failure to file a practice note and/or heads of argument in accordance with the relevant Practice Directives may result in the matter being struck from the roll.
- (3) If there is no appearance when a matter is called in Court, the matter may be struck from the roll.
- (4) Whenever a matter is struck from the roll, a substantive application must be made for the re-instatement of the matter on proper notice to the respondent(s) accompanied by an affidavit comprehensively setting out the reasons for the failure to comply with the rules and/or practice directive which led to the striking of the matter from the roll.
- (5) Whenever a matter is removed from the roll, such a matter can only be re-enrolled upon proper notice to the respondent(s), and upon an application being made to the Office of the Registrar for the allocation of a date for the re-enrolment of the matter.

## **28. Postponement sine die**

▲ *Index*

- (1) A matter may be postponed sine die if, in the discretion of the Presiding Judge, circumstances exist which warrant such postponement.
- (2) Where a matter is postponed sine die, service of a notice of set-down will be required before the matter may be re-enrolled for hearing.
- (3) Where service has to be effected in terms of sub-directive (2), the provisions of Rule 4 of the Uniform Rules of Court shall apply.
- (4) Where matters have been postponed sine die, the Presiding Judge may call upon the legal practitioners for the parties to hold or to continue with a conference before a judge in chambers, and may direct a party to be available personally at such conference in terms of Rule 37(8)(a) of the Uniform Rules of Court.

## **29. Taxation of Bills of Costs**

▲ *Index*

- (1) Taxation of bills of costs is the competence of the Taxing Master.
- (2) When applying for a date to the Taxing Master, a party intending to tax a bill shall attach the following to the application:
  - (a) the notice of taxation, indicating to the satisfaction of the Taxing Master that the party liable to pay the costs has received due notice of such taxation and is entitled to be present at taxation in accordance with Uniform Rule 70(4);
  - (b) three copies of the bill of costs;
  - (c) a signed Rule 70 certificate in accordance with item E3(a) of Uniform Rule 70; and
  - (d) a copy of the court order or the notice in which one of the parties tenders the costs.
- (3) The normal means of giving notice of taxation is delivery of a copy of the notice and bill to the opposing legal practitioner's office. Service by the Sheriff is not necessary.
- (4) The Taxing Master shall not proceed to tax any bill of costs unless he or she is satisfied that the party liable for paying the costs has received due notice in terms of Uniform Rule 70.
- (5) Taxation of bills of costs will be heard on Fridays at 10H00.
- (6) The notice of set down in respect of taxations must be filed by not later than 15H00 on the Monday preceding the Friday of the hearing.
- (7) When a public holiday falls on the Monday preceding the Friday of the hearing, the notice of set down shall be filed by not later than 15H00 on the Friday preceding the public holiday. When a public holiday falls on the Friday of the hearing, such hearing shall be set down on the Thursday preceding the public holiday.

## ANNEXURE "A"

▲ *Index*

## APPLICANT'S / APPELLANT'S / RESPONDENT'S PRACTICE NOTE

*(Practice Directives 12 and 26)*IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

APPLICANT

*Applicant**and*

RESPONDENT

*Respondent*

**FILING INSTRUCTION:** All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.

<b>Legal practitioner for Applicant / Appellant</b>	
<b>Legal practitioner for Respondent</b>	
<b>Nature of application / hearing</b>	
<b>Was the matter previously postponed, removed or made an order of court?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Details of previous court order (date, judge, outcome)</b>	
<b>Brief summary of the issues in contention</b>	
<b>Relief sought</b>	
<b>Is the matter proceeding, or to be postponed / removed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Reason if postponed or removed</b>	
<b>Have heads of argument been filed in terms of Practice Directive 26?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Date heads of argument filed (e-justice reference)</b>	
<b>Is a virtual hearing requested?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Reasons for virtual hearing (if applicable)</b>	
<b>Should the matter be adjudicated on the papers: s 19(a) Superior Courts Act 10 of 2013?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Does any party rely on an alleged ambiguity in the pleadings?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Any further information for the Presiding Judge</b>	

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "B"**▲ *Index***MANAGEMENT NOTE FOR POSTPONEMENT***(Practice Directives 12 (paras 9–11) and 24)***IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:***PLAINTIFF***Plaintiff**and***DEFENDANT***Defendant*

**FILING INSTRUCTION:** All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.

<b>1. Nature of application / claim / action</b>	
<b>2. Legal practitioner for Plaintiff / Applicant</b>	
Contact number and e-mail address	
<b>3. Legal practitioner for Defendant / Respondent</b>	
Contact number and e-mail address	
<b>4. Date of Motion / Trial / Divorce Court sitting</b>	
<b>5. Date of postponement allocated</b>	
<b>6. Reason for postponement (full explanation required)</b>	
<b>7. Number of hearing days required and reasons therefor</b>	
<b>8. Presiding Judge (if already allocated)</b>	
<b>9. New date confirmed by Registrar / Office of Judge President</b>	
<b>10. Opposed or unopposed matter?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<b>11. Has postponement been arranged with the Office of the Registrar / Judge President as required by Practice Directive 12?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>12. Is a Rule 41(4) settlement agreement to be made an order of court?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If yes — brief description of terms</b>	
<b>13. E-justice filing reference number for this Management Note</b>	

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**FOR OFFICE USE — REGISTRAR / SECRETARY, OFFICE OF THE JUDGE  
PRESIDENT**

<b>Postponement confirmed by</b>	
<b>New date confirmed</b>	
<b>Stamp / signature</b>	

**ANNEXURE "C1"**

▲ *Index*

**NOTICE OF APPLICATION AND SET DOWN — DEFAULT JUDGMENT: RULE  
31(2)(a)**

*(Practice Directive 16 — Rule 31(2)(a))*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT**

*Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO THE REGISTRAR OF THE ABOVE HONOURABLE COURT**

**TAKE NOTICE** that the Plaintiff will make an application to the above Honourable Court on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, for default judgment against the Defendant.

**FURTHER TAKE NOTE** that the circumstances under which default judgment is sought are the following:

1. The summons was duly served on the Defendant on \_\_\_\_\_, 20\_\_.
2. The dies induciae of ten (10) court days expired on \_\_\_\_\_, 20\_\_.
3. The Defendant has failed to give notice of intention to defend the action.
4. The Defendant is therefore in default of defending the action.

<b>Amount of claim (capital)</b>	
<b>Interest claimed (rate and from date)</b>	
<b>Costs order sought</b>	
<b>E-justice filing reference number</b>	

**KINDLY FILE THIS NOTICE VIA THE E-JUSTICE SYSTEM AND ENROL THE MATTER FOR HEARING.**

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

TO: THE DEFENDANT

AND TO: The Registrar, North West Division, High Court, Mahikeng

**ANNEXURE "C2"**

▲ *Index*

**NOTICE OF APPLICATION AND SET DOWN — DEFAULT JUDGMENT: RULE  
31(2)(a)**

*(Practice Directive 16 — Rule 31(2)(a))*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT***Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO THE REGISTRAR OF THE ABOVE HONOURABLE COURT**

**TAKE NOTICE** that the Plaintiff will make an application to the above Honourable Court on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, for default judgment against the Defendant.

**FURTHER TAKE NOTE** that the circumstances under which default judgment is sought are the following:

1. The summons was duly served on the Defendant on \_\_\_\_\_, 20\_\_.
2. The Defendant delivered a notice of intention to defend the action.
3. The Defendant was obliged to deliver a plea by \_\_\_\_\_, 20\_\_.
4. The Defendant failed to deliver a plea within the period prescribed or by the date so indicated.
5. The dies induciae of five (5) court days after demand expired on \_\_\_\_\_, 20\_\_.
6. The Defendant is therefore in default of delivering a plea.

<b>Amount of claim (capital)</b>	
<b>Interest claimed (rate and from date)</b>	
<b>Costs order sought</b>	
<b>E-justice filing reference number</b>	

**KINDLY FILE THIS NOTICE VIA THE E-JUSTICE SYSTEM AND ENROL THE MATTER FOR HEARING.**

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented litigant*

*Full name and roll number*

*Date*

\_\_\_\_\_  
*E-justice filing reference number*

*Attorneys / firm for party*

*Place filed*

TO: THE DEFENDANT

AND TO: The Registrar, North West Division, High Court, Mahikeng

**ANNEXURE "C3"**▲ *Index***NOTICE OF APPLICATION AND SET DOWN — DEFAULT JUDGMENT: RULE 31(5)(a)***(Practice Directive 16 — Rule 31(5)(a)) — Liquid Document; No Defence Filed***IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:***PLAINTIFF***Plaintiff**and***DEFENDANT***Defendant*

**FILING INSTRUCTION:** All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.

**TO THE REGISTRAR OF THE ABOVE HONOURABLE COURT**

**TAKE NOTICE** that the Plaintiff will make an application to the above Honourable Court on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, for default judgment against the Defendant.

**FURTHER TAKE NOTE** that the circumstances under which default judgment is sought are the following:

1. The action is based on a liquid document, namely: \_\_\_\_\_.
2. The combined summons / summons was duly served on the Defendant on \_\_\_\_\_, 20\_\_.
3. The dies induciae of ten (10) court days expired on \_\_\_\_\_, 20\_\_.
4. The Defendant has failed to give notice of intention to defend the action.
5. The Defendant is therefore in default of defending the action.

<b>Amount of claim (capital)</b>	
<b>Interest claimed (rate and from date)</b>	
<b>Costs order sought</b>	
<b>E-justice filing reference number</b>	

**KINDLY FILE THIS NOTICE VIA THE E-JUSTICE SYSTEM AND ENROL THE MATTER FOR HEARING.**

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
 litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

TO: THE DEFENDANT

AND TO: The Registrar, North West Division, High Court, Mahikeng

**ANNEXURE "C4"**

▲ *Index*

**NOTICE OF APPLICATION AND SET DOWN — DEFAULT JUDGMENT: RULE  
 31(5)(a)**

*(Practice Directive 16 — Rule 31(5)(a)) — Liquid Document; No Plea Filed*

**IN THE HIGH COURT OF SOUTH AFRICA  
 NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT**

*Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO THE REGISTRAR OF THE ABOVE HONOURABLE COURT**

**TAKE NOTICE** that the Plaintiff will make an application to the above Honourable Court on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, for default judgment against the Defendant.

**FURTHER TAKE NOTE** that the circumstances under which default judgment is sought are the following:

1. The action is based on a liquid document, namely: \_\_\_\_\_.
2. The combined summons / summons was duly served on the Defendant on \_\_\_\_\_, 20\_\_\_\_.
3. The Defendant delivered a notice of intention to defend the action.
4. The Defendant was obliged to deliver a plea by \_\_\_\_\_, 20\_\_\_\_.
5. The Defendant failed to deliver a plea within the period prescribed or by the date so indicated.
6. The dies induciae of five (5) court days after demand expired on \_\_\_\_\_, 20\_\_\_\_.
7. The Defendant is therefore in default of delivering a plea.

<b>Amount of claim (capital)</b>	
<b>Interest claimed (rate and from date)</b>	
<b>Costs order sought</b>	
<b>E-justice filing reference number</b>	

**KINDLY FILE THIS NOTICE VIA THE E-JUSTICE SYSTEM AND ENROL THE MATTER FOR HEARING.**

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

TO: THE DEFENDANT

AND TO: The Registrar, North West Division, High Court, Mahikeng

**ANNEXURE "C5"**

▲ *Index*

**NOTICE OF APPLICATION AND SET DOWN — DEFAULT JUDGMENT: RULE  
31(5)(b)**

*(Practice Directive 16 — Rule 31(5)(b)) — Registrar*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT**

*Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO THE REGISTRAR OF THE ABOVE HONOURABLE COURT**

**TAKE NOTICE** that the Plaintiff will make an application to the Registrar of the above Honourable Court on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, for default judgment against the Defendant.

**FURTHER TAKE NOTE** that the circumstances under which default judgment is sought are the following:

1. The action is based on a liquid document for a liquidated amount in money, namely:  
\_\_\_\_\_.
2. The combined summons / summons was duly served on the Defendant on \_\_\_\_\_, 20\_\_\_\_.
3. The dies induciae of ten (10) court days expired on \_\_\_\_\_, 20\_\_\_\_.
4. The Defendant has failed to give notice of intention to defend the action.
5. The Defendant is therefore in default of defending the action.
6. The matter is capable of being dealt with by the Registrar in terms of Rule 31(5)(b) as the claim is for a liquidated amount only.

<b>Amount of claim (capital)</b>	
<b>Interest claimed (rate and from date)</b>	
<b>Costs order sought</b>	
<b>E-justice filing reference number</b>	

**KINDLY FILE THIS NOTICE VIA THE E-JUSTICE SYSTEM AND ENROL THE MATTER FOR HEARING.**

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

TO: THE DEFENDANT

AND TO: The Registrar, North West Division, High Court, Mahikeng

**ANNEXURE "D1"**

▲ *Index*

**DRAFT ORDER: DEFAULT JUDGMENT — BEFORE THE COURT**

*(Practice Directive 16 — Rules 31(2)(a) and 31(5)(a))*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and***DEFENDANT***Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

<b>Case heard on (date)</b>	
<b>Before the Honourable Justice</b>	
<b>E-justice filing reference number</b>	

Having heard \_\_\_\_\_ on behalf of the Plaintiff, and having read the documents filed of record, default judgment is entered against the Defendant for:

1. Payment of the sum of R \_\_\_\_\_ ( \_\_\_\_\_ )  
rand;
2. Interest at \_\_\_\_\_% per annum a tempore morae from \_\_\_\_\_, 20\_\_\_\_;
3. Costs of suit.

By order of the Court

\_\_\_\_\_  
**JUDGE / ACTING JUDGE, NORTH WEST DIVISION**

**ANNEXURE "D2"**▲ *Index***DRAFT ORDER: DEFAULT JUDGMENT — BEFORE THE REGISTRAR***(Practice Directive 16 — Rule 31(5)(b))***IN THE HIGH COURT OF SOUTH AFRICA****NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:***PLAINTIFF***Plaintiff**and***DEFENDANT***Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

<b>Case heard on (date)</b>	
-----------------------------	--

<b>Before the Registrar</b>	
<b>E-justice filing reference number</b>	

Having heard \_\_\_\_\_ on behalf of the Plaintiff, and having read the documents filed of record, default judgment is entered against the Defendant for:

1. Payment of the sum of R \_\_\_\_\_ ( \_\_\_\_\_ )  
rand;
2. Interest at \_\_\_\_\_% per annum a tempore morae from \_\_\_\_\_, 20 \_\_\_\_\_;
3. Costs of suit.

By order of the Registrar

\_\_\_\_\_  
**REGISTRAR, NORTH WEST DIVISION**

**ANNEXURE "E"**

▲ *Index*

**RULE 37A CASE MANAGEMENT QUESTIONNAIRE**

*(Practice Directive 18)*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT**

*Applicant*

*and*

**RESPONDENT**

*Respondent*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**A. PARTICULARS OF THE MATTER**

<b>Case number</b>	
<b>Nature of proceedings</b>	
<b>Date NID / notice of opposition filed</b>	
<b>Party filing this questionnaire</b>	
<b>Legal practitioners and firm</b>	
<b>Counsel briefed</b>	

<b>Date of first case management conference (if known)</b>	
--	--

**B. NATURE OF CLAIM OR DISPUTE (PD 18 PARA 4(A))**

<b>Description of claim / dispute and main issues in contention</b>	
---	--

**C. STATE OF PLEADINGS (PD 18 PARA 4(B))**

<b>Summons / Notice of Motion</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Combined Summons / Particulars of Claim</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Notice of Intention to Defend / Oppose</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Plea / Answering Affidavit</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Replication / Replying Affidavit</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Third-party Notice (if any)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Amended Pleadings (if any)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Pleadings closed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**D. DISCOVERY (RULE 35) (PD 18 PARA 4(C))**

<b>Discovery affidavit filed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Inspection of documents completed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Proposed date for completion of mutual discovery and inspection</b>	
<b>Outstanding Rule 35 requests or objections (describe)</b>	

**E. EXPERT WITNESSES (RULE 36(9)) (PD 18 PARA 4(D))**

<b>Are expert witnesses available for proposed trial dates?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
---	---

**F. SEPARATION OF ISSUES (RULE 33(4)) (PD 18 PARA 4(E))**

<b>Is a separation of issues appropriate or will it be sought?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If yes — issues proposed for separation (e.g. liability / quantum)</b>	

**G. INTERLOCUTORY APPLICATIONS (PD 18 PARA 4(F))**

<b>Any interlocutory applications pending?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Nature of pending application(s)</b>	
<b>Any interlocutory applications reasonably anticipated?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Nature of anticipated application(s)</b>	

**H. DURATION ESTIMATE (PD 18 PARA 4(G))**

<b>Estimated duration of trial / hearing (days)</b>	
<b>Basis for estimate (witnesses, complexity, document volume)</b>	
<b>Is a split / part-heard sitting likely?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**I. PROPOSED CASE MANAGEMENT TIMETABLE (PD 18 PARAS 4(H) AND 7)**

<b>Close of pleadings</b>	
<b>Completion of mutual discovery and inspection (Rule 35)</b>	
<b>Delivery of Rule 36(9)(a) notices by all parties</b>	
<b>Exchange of expert reports (Rule 36(9)(b))</b>	
<b>Filing of joint minutes by experts of a similar discipline</b>	
<b>Pre-trial conference (Rule 37) — exchange of Rule 37(4) lists</b>	
<b>Filing of signed pre-trial minute (Rule 37(6))</b>	
<b>Hearing of interlocutory applications (if any)</b>	
<b>Application for trial date after Trial Readiness Certificate</b>	

**J. FURTHER INFORMATION**

<b>Any other information to assist the case management Judge</b>	
--	--

CERTIFICATION: I / We hereby certify that: (a) the information furnished in this questionnaire is accurate and complete to the best of my / our knowledge and belief; (b) I / we have consulted with the client regarding the proposed timetable and the client is aware of and agrees to the steps proposed herein; (c) I / we am / are aware that non-compliance with any Case Management Directive may result in sanctions, including a punitive costs order against the legal practitioner personally.

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "F"**

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**CERTIFICATE OF URGENCY**

*(Practice Directive 14 — Rule 6(12))*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT**

*Applicant*

*and*

**RESPONDENT**

*Respondent*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

URGENCY CATEGORY (tick one — see Practice Directive 14(4)):  Ex parte urgent — service will defeat the purpose of the relief sought  Extremely urgent — less than 48 hours' notice to respondent(s)  Urgent — less than five (5) days' notice to respondent(s)  Semi-urgent — more than five (5) days' notice to respondent(s)

<b>Nature of the application and relief sought</b>	
<b>Why the matter is urgent (facts giving rise to urgency)</b>	
<b>Date on which the applicant became aware of the circumstances giving rise to urgency</b>	
<b>Why the applicant could not have approached the Court on notice in the ordinary course</b>	
<b>Period of notice given to respondent(s) and means of notification</b>	
<b>Date and time of anticipated hearing</b>	
<b>Has service of the application already been effected?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If yes — date, manner, and person served</b>	
<b>If no — proposed manner of service and date by which it will be effected</b>	
<b>Any additional information relevant to urgency</b>	

DEPONENT'S CERTIFICATION: I, the undersigned, \_\_\_\_\_, in my capacity as \_\_\_\_\_ for the Applicant, do hereby certify that the contents of this Certificate are true and correct and that this is a genuine urgent matter.

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*

*Full name and roll number*

*Date*

\_\_\_\_\_  
*E-justice filing reference number*

*Attorneys / firm for party*

*Place filed*

**ANNEXURE "G"**

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**REQUEST FOR TRIAL DATE**

*(Practice Directive 15 — Applications for Trial Dates)*

**IN THE HIGH COURT OF SOUTH AFRICA**

**NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT**

*Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO: THE REGISTRAR, North West Division, High Court, Mahikeng**

<b>Nature of the action / claim</b>	
<b>Estimated duration of trial (days) and basis for estimate</b>	
<b>First preferred trial date (agreed between parties)</b>	
<b>Second preferred trial date (agreed between parties)</b>	
<b>Third preferred trial date (agreed between parties)</b>	
<b>Names and contact details of legal practitioner(s) for Plaintiff</b>	
<b>Names and contact details of legal practitioner(s) for Defendant</b>	
<b>Has a signed pre-trial minute in terms of Rule 37(6) been filed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>E-justice reference number of Rule 37(6) pre-trial minute</b>	

<b>Has the court file been indexed and paginated as required by Practice Directive 23?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Has a Trial Readiness Certificate been issued in terms of Practice Directive 18?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>E-justice reference of Trial Readiness Certificate (if applicable)</b>	
<b>Relief sought at trial (set out briefly or by reference to pleadings)</b>	
<b>Any other information relevant to the allocation of a date</b>	

CONFIRMATION: The parties confirm that all pre-trial steps have been completed, the proposed dates are agreed between the parties, and the matter is ready to proceed to trial on the dates requested.

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "H"**

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**PRE-TRIAL CONFERENCE MINUTE**  
*(Practice Directive 17 — Rule 37(6))*

**IN THE HIGH COURT OF SOUTH AFRICA**  
**NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT**

*Defendant*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**1. ATTENDANCE**

<b>Date(s) of pre-trial conference(s)</b>	
<b>Place / platform (chambers, remote, etc.)</b>	

<b>Legal practitioner(s) for Plaintiff and firm</b>	
<b>Legal practitioner(s) for Defendant and firm</b>	
<b>Any other parties present</b>	
<b>Did the parties attend personally as well? (Rule 37(3))</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

## **2. PLEADINGS AND JURISDICTION**

<b>Have all pleadings been closed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Outstanding pleadings and proposed dates for delivery</b>	
<b>Is there any challenge to jurisdiction?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Details of jurisdictional challenge (if any)</b>	

## **3. COMMON CAUSE FACTS (RULE 37(6)(A))**

<b>Facts admitted as common cause</b>	
<b>Documents admitted as common cause (list or describe)</b>	

## **4. ISSUES REMAINING IN DISPUTE (RULE 37(6)(B))**

<b>Issues of fact remaining in dispute</b>	
<b>Issues of law remaining in dispute</b>	
<b>Is a separation of issues in terms of Rule 33(4) agreed or to be sought?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If separation agreed — issues to be separated (e.g. liability / quantum)</b>	

## **5. DISCOVERY AND DOCUMENTS (RULE 37(6)(C))**

<b>Has mutual discovery in terms of Rule 35 been completed by all parties?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Outstanding discovery obligations and proposed dates for compliance</b>	
<b>Have the parties agreed on the status and admissibility of discovered documents?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Documents whose status or admissibility is disputed (identify and state basis)</b>	

## **6. EXPERT WITNESSES (RULE 37(6)(D))**

<b>Expert witnesses for Plaintiff (name, discipline)</b>	
<b>Expert witnesses for Defendant (name, discipline)</b>	

<b>Have Rule 36(9)(a) notices been exchanged by all parties?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Have expert reports been exchanged in terms of Rule 36(9)(b)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Have joint minutes been filed by experts of a similar discipline?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Experts who have not yet complied and proposed dates</b>	
<b>Are all expert witnesses confirmed and available for proposed trial dates?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### 7. WITNESSES

<b>Witnesses for Plaintiff (names and broad description of evidence)</b>	
<b>Witnesses for Defendant (names and broad description of evidence)</b>	
<b>Are all factual witnesses confirmed and available for proposed trial dates?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### 8. TRIAL LOGISTICS

<b>Estimated duration of trial (days) and basis</b>	
<b>Three (3) proposed trial dates agreed between the parties</b>	
<b>Is a single presiding Judge sufficient, or is a Full Bench / Full Court required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Will any witness testify by video link or other remote means?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Will an interpreter be required? If so, language(s)</b>	
<b>Any agreed procedural order or arrangement for conduct of trial</b>	

### 9. OTHER MATTERS

<b>Are there any pending interlocutory applications?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Details of pending interlocutory applications</b>	
<b>Is the matter suitable for referral to mediation under Rule 41A?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Any other matters agreed at the conference</b>	

The undersigned confirm that this minute accurately records the outcome of the pre-trial conference held in terms of Rule 37 and Practice Directive 17, and that the matter is ready to proceed to trial on the dates proposed.

\_\_\_\_\_  
 Signature — Plaintiff's legal practitioner  
 Full name, firm and date

\_\_\_\_\_  
 Signature — Defendant's legal practitioner  
 Full name, firm and date

**ANNEXURE "I"**▲ *Index*

**RULE 41A MEDIATION JOINT MINUTE**  
*(Practice Directive 16A — Mandatory Mediation (Rule 41A))*

**IN THE HIGH COURT OF SOUTH AFRICA**  
**NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT***Applicant**and***RESPONDENT***Respondent*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**1. PARTIES AND MEDIATOR**

<b>Party 1 (name and role)</b>	
<b>Legal practitioner for Party 1 and firm</b>	
<b>Party 2 (name and role)</b>	
<b>Legal practitioner for Party 2 and firm</b>	
<b>Further parties (if any)</b>	
<b>Mediator (full name, accreditation body, registration number)</b>	
<b>Date(s) of mediation session(s)</b>	
<b>Place / platform of mediation</b>	

**2. MEDIATION OUTCOME**

<b>Did the parties participate in mediation in good faith?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Was mediation completed?</b>	<input type="checkbox"/> Yes, settlement reached <input type="checkbox"/> Yes, no settlement <input type="checkbox"/> Incomplete / abandoned

**3. IF SETTLEMENT REACHED**

<b>Is the settlement agreement attached to this minute?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Brief description of the terms of settlement</b>	

<b>Is the settlement agreement to be made an order of court (Rule 41(4))?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If yes — date and court before which settlement order is sought</b>	

**4. IF NO SETTLEMENT REACHED**

<b>Issues on which agreement was reached (if any)</b>	
<b>Issues on which the parties remain deadlocked</b>	
<b>Reasons why mediation did not result in settlement</b>	
<b>Do the parties consent to a further mediation session?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If yes — proposed date and mediator</b>	

**5. COSTS**

<b>Agreed arrangement for costs of mediation</b>	
<b>Are there any costs of mediation to be determined by the court?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SIGNATURES: The undersigned confirm that the contents of this Joint Minute are accurate and that the mediation process was conducted in accordance with Rule 41A.

\_\_\_\_\_  
*Party 1 / Legal practitioner*

\_\_\_\_\_  
*Party 2 / Legal practitioner*

\_\_\_\_\_  
*Mediator (name and accreditation)*

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

**ANNEXURE "J"**

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**EXPERT EVIDENCE PRACTICE NOTE (PERSONAL INJURY CLAIMS)**

*(Practice Directive 19B — Expert Evidence in Personal Injury Claims)*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**PLAINTIFF**

*Plaintiff*

*and*

**DEFENDANT**

*Defendant*

**FILING INSTRUCTION:** All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.

### 1. NATURE OF CLAIM AND ISSUES

Nature of personal injury claim	
Does the claim include a Road Accident Fund component?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the claim arise from alleged medical negligence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Issues in respect of which expert evidence will be led	
Should merits (liability) and quantum be separated in terms of Rule 33(4)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If separation is sought — basis for the request and issues to be separated	

### 2. STATUS OF MERITS (LIABILITY) — IF PREVIOUSLY SEPARATED

Has liability been determined in earlier proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Paragraphs of the Particulars of Claim and Plea disposed of during liability trial	
Date and case reference of liability judgment / order	

### 3. EXPERT WITNESSES

List all experts for whom Rule 36(9)(a) notices have been given or are to be given:

Expert name and discipline / Party calling / Rule 36(9)(a) notice date / Available for trial?	
---	--

### 4. EXPERT REPORTS AND JOINT MINUTES

Have all expert reports been exchanged in terms of Rule 36(9)(b)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Outstanding expert reports and proposed dates for exchange	
Have joint minutes been compiled and filed by experts of a similar discipline?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Outstanding joint minutes and proposed dates for filing	
Status of any factual or legal disputes recorded in joint minutes	

### 5. DOCUMENTS AND ADMISSIBILITY

<b>Documents agreed as admissible and their status</b>	
<b>Documents disputed — identify each and state objection / basis</b>	
<b>Proposed agreement on hearsay evidence in terms of s 3(1)(c) of the Law of Evidence Amendment Act 45 of 1988</b>	

**6. OTHER INFORMATION**

<b>Estimated duration of quantum / trial hearing (days)</b>	
<b>Any other information relevant to the hearing</b>	

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "K"**

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**NOTICE OF EARLY ALLOCATION TO A PRESIDING JUDGE**

*(Practice Directive 20 — Rule 62(4))*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT**

*Applicant*

*and*

**RESPONDENT**

*Respondent*

**FILING INSTRUCTION:** All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.

**TO: THE REGISTRAR,** North West Division, High Court, Mahikeng

**KINDLY TAKE NOTICE** that the legal practitioner / unrepresented litigant hereby gives notice that the above-mentioned matter requires early allocation to a Presiding Judge in terms of Practice Directive 20 and Rule 62(4), for the following reasons:

<b>Case number</b>	
<b>Names of all parties</b>	
<b>Names and contact details of legal practitioners for all parties</b>	
<b>Date of hearing (already allocated)</b>	
<b>Nature of the proceedings</b>	
<b>Reason why early allocation is required (e.g., complexity, volume of records)</b>	
<b>Volume of record (approximate number of pages/volumes)</b>	
<b>Estimated duration of hearing (days)</b>	
<b>Have the provisions of Rule 62(4) been complied with, or will they be timeously complied with?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>E-justice reference number for compliance with Rule 62(4) (if already filed)</b>	

**IMPORTANT: This notice must be filed not less than thirty (30) days before the date of the hearing. Failure to file timeously may result in the matter not being heard on the allocated date and a punitive costs order. Authority: Practice Directive 20, sub-directives (3) and (4).**

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "L"**

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**NOTICE OF SETTLEMENT / WITHDRAWAL**  
*(Practice Directive 24 — Settlement, Withdrawal and Postponement)*

**IN THE HIGH COURT OF SOUTH AFRICA**  
**NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT**

*Applicant*

*and*

**RESPONDENT**

*Respondent*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO: THE REGISTRAR, North West Division, High Court, Mahikeng**

**1. NATURE OF THIS NOTICE (TICK APPLICABLE)**

SETTLEMENT — the matter has been settled and will not be heard   
 WITHDRAWAL — the matter is to be withdrawn in terms of Rule 41(1)  PARTIAL  
 SETTLEMENT — certain issues have been settled; balance to proceed  SETTLEMENT  
 TO BE MADE AN ORDER OF COURT (Rule 41(4)) — see section 3 below

<b>Date set down for hearing (hearing to be vacated)</b>	
<b>Matter to be heard before (Judge / Court / Registrar)</b>	
<b>Date on which the settlement/withdrawal was agreed or effected</b>	
<b>Have all parties been notified of this notice?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Method of notification to all parties</b>	

**2. CONTINGENCY FEES (PD 24 SUB-DIRECTIVES (4) AND (5))**

<b>Was a contingency fee agreement entered into in terms of the Contingency Fees Act 66 of 1997?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>If yes, e-justice reference number of affidavits filed in terms of s 4 of the Act</b>	
<b>If no — e-justice reference of affidavit confirming no contingency fee agreement</b>	

**3. SETTLEMENT TO BE MADE AN ORDER OF COURT (RULE 41(4))**

<b>Is this a settlement to be made an order of court?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Is the original signed settlement agreement attached to this notice?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Summary of the material terms</b>	
<b>Date and court before which the Rule 41(4) application will be made</b>	
<b>Have all parties signed the settlement agreement?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

DECLARATION: The undersigned legal practitioner(s) / unrepresented litigant(s) hereby give notice to the Registrar in terms of Practice Directive 24(1), and confirm that the information herein is accurate and complete.

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "M"**

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**APPEAL PRACTICE NOTE**

*(Practice Directive 25A(7) — Practice Note to Accompany Heads of Argument on Appeal)*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT**

*Applicant*

*and*

**RESPONDENT**

*Respondent*

**FILING INSTRUCTION:** All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.

**1. MATTER PARTICULARS**

<b>Case number (appeal)</b>	
<b>Case number (court a quo)</b>	
<b>Court a quo (Magistrates' Court / High Court etc.)</b>	
<b>Date of judgment / order appealed against</b>	
<b>Nature of appeal (civil / criminal; conviction / sentence / both)</b>	
<b>Is this a cross-appeal?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appellant(s) (name(s) and legal practitioner(s))</b>	
<b>Respondent(s) (name(s) and legal practitioner(s))</b>	

**2. ISSUES ON APPEAL (PD 25A PARA 7(C))**

<b>Issues on appeal — succinctly stated (one issue per line)</b>	
--	--

**3. DURATION AND URGENCY (PD 25A PARAS 7(D)–(F))**

<b>Estimated duration of oral argument (minutes per legal practitioner — maximum 40 mins)</b>	
<b>Is more than one day required for the argument?</b>	<input type="checkbox"/> Yes (give reasons below) <input type="checkbox"/> No
<b>Reasons why more than one day is required</b>	
<b>Is the appeal urgent or entitled to preference on the roll?</b>	<input type="checkbox"/> Yes (give reasons below) <input type="checkbox"/> No
<b>Reasons for urgency/preference</b>	

**4. RECORD (PD 25A PARA 7(G))**

<b>Parts of the record necessary for the determination of the appeal (list volumes/pages)</b>	
<b>Parts of the record that may be disregarded</b>	
<b>Has the record been properly indexed and paginated in accordance with PD 25A(2)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**5. SUMMARY OF ARGUMENT (PD 25A PARA 7(H))**

<b>Summary of the argument (not exceeding two folios / two pages)</b>	
---	--

**6. AUTHORITIES (PD 25A PARA 7(I))**

<b>Authorities to which particular reference will be made during argument (case name, citation, proposition for which cited)</b>	
--	--

DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*

**ANNEXURE "N"**

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**NOTICE OF TAXATION AND TAXATION BUNDLE CHECKLIST**

*(Practice Directive 29 — Taxation of Bills of Costs (Rule 70))*

**IN THE HIGH COURT OF SOUTH AFRICA  
NORTH WEST DIVISION, MAHIKENG**

CASE NUMBER: \_\_\_\_\_

*In the matter between:*

**APPLICANT***Applicant**and***RESPONDENT***Respondent*

**FILING INSTRUCTION: All documents must be filed via the e-justice system. Documents filed by any other means after 13 April 2026 will not be regarded as properly filed. Authority: Practice Directive 23.**

**TO: THE TAXING MASTER, North West Division, High Court, Mahikeng**

<b>Case number</b>	
<b>Party claiming costs (name and capacity)</b>	
<b>Party liable for costs (name and capacity)</b>	
<b>Date of costs order</b>	
<b>Nature of costs order (e.g., party and party; attorney and client)</b>	
<b>E-justice reference number of the costs order</b>	
<b>Requested date for taxation (Friday at 10H00)</b>	
<b>Estimated duration of taxation hearing</b>	

**TAXATION BUNDLE CHECKLIST (PD 29(2)): All items listed below must be included before a date will be allocated. The notice of set down must be filed by not later than 15H00 on the Monday preceding the Friday of the hearing.**

<b>Notice of taxation (indicating that the party liable to pay has received due notice — Rule 70(4))</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Three (3) copies of the bill of costs</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signed Rule 70 certificate in accordance with Item E3(a) of Uniform Rule 70</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Copy of the court order or notice tendering costs</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Proof of service of notice of taxation on the party liable for costs</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Notice of set down (filed by 15H00 Monday before the Friday hearing)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Brief description of the main items in the bill of costs</b>	
<b>Any aspect likely to be contentious at taxation (identify and describe)</b>	

<b>Proposed agreed items that do not require taxation (if any)</b>	
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DATED AT MAHIKENG ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
*Signature of legal practitioner / unrepresented  
litigant*  
*Full name and roll number*  
*Date*

\_\_\_\_\_  
*E-justice filing reference number*  
*Attorneys / firm for party*  
*Place filed*