



## OFFICE OF THE JUDGE PRESIDENT

### GAUTENG DIVISION OF THE HIGH COURT OF SOUTH AFRICA

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Private Bag X7, JOHANNESBURG 2001 - Tel 011- 335-0479 - Fax 086-207-1291

c/o Pritchard and Von Brandis Streets, Room 510, Fifth Floor, Johannesburg

E-mail: [NWalkinshaw@judiciary.org.za](mailto:NWalkinshaw@judiciary.org.za)

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### NOTE:-

**RE: IMPORTANT CONTACT DETAILS IN TERMS OF THE JUDGE PRESIDENT'S DIRECTIVES ISSUED IN LIGHT OF THE COVID-19 NATIONAL LOCKDOWN**

**Urgent applications** (in terms of paragraph 3.3 of 25 March 2020 Directive)

The contact numbers for the Urgent Court of the respective Courts are:

Pretoria – 065 859 4819

Johannesburg – 081 727 7734 / 082 573 5233

**Issuing of new process** (in terms of paragraph 14 of 25 March 2020 Directive)

issuing new process provided that matters deemed to be prescribing during the lockdown period, Parties may transmit the relevant process to the relevant email addresses, i.e., [JHBissuing@judiciary.org.za](mailto:JHBissuing@judiciary.org.za) for Johannesburg matters and [generalofficePTA@judiciary.org.za](mailto:generalofficePTA@judiciary.org.za) for Pretoria matters, for attention of the Court staff after the lockdown period. In this regard, the date of transmission of the email shall be regarded as the date of issuing of the process.



**Service and filing in terms of Statutes or the Uniform Rules of Court during the lockdown period** (in terms of paragraph 3.2 of 02 April 2020 Directive)

In respect of obligations to serve and file any process and/or document in terms of any provision in a statute or by a rule of Court and the date for compliance falls within the lockdown period: For filing purposes in terms of the Rules of Court, the relevant process and/or document, with the relevant proof of transmission and/or delivery, shall be transmitted to the following email address:

3.2.1 For matters in the Gauteng Division, Pretoria – [PTAfiling@judiciary.org.za](mailto:PTAfiling@judiciary.org.za)

3.2.2 For matters in the Gauteng Division, Johannesburg – [JHBfiling@judiciary.org.za](mailto:JHBfiling@judiciary.org.za)

**Civil Trials** (in terms of paragraph 8 of Revised 17 April Directive\_issued on 24 April 2020)

Practice Notes required for the hearing of trials should be emailed to:

- [TLedwaba@judiciary.org.za](mailto:TLedwaba@judiciary.org.za) in respect of Pretoria matters.
- [SecretaryDJP@judiciary.org.za](mailto:SecretaryDJP@judiciary.org.za) or by fax to 011 335 0219 for matters heard in Johannesburg

All Non-RAF Pretoria matters that become settled must be forwarded by email to [JHefer@judiciary.org.za](mailto:JHefer@judiciary.org.za).

Removal of civil trials from the roll - Civil Trials Registrar to be notified by email at least 5 (five) clear Court days before the trial set-down date:

[CivilTrialremovalsPTA@judiciary.org.za](mailto:CivilTrialremovalsPTA@judiciary.org.za) (Pretoria)

[TKhumalo@judiciary.org.za](mailto:TKhumalo@judiciary.org.za) (Johannesburg)

**Applications for leave to appeal** (in terms of paragraph 3.2 of 02 April 2020 Directive)



Applications for leave to appeal are to be initiated by email to the following email addresses and copied to the presiding Judge:

[Ltapta@judiciary.org.za](mailto:Ltapta@judiciary.org.za) and [PTACaselines@judiciary.org.za](mailto:PTACaselines@judiciary.org.za) (Pretoria)

[CThomas@judiciary.org.za](mailto:CThomas@judiciary.org.za) and [JHBCaselines@judiciary.org.za](mailto:JHBCaselines@judiciary.org.za) (Johannesburg)

**Bail Appeals** (in terms of paragraph 56 of Revised 17 April Directive issued on 24 April 2020)

Bails Appeals to be initiated by email to the Registrar (after consultation with Director of Public Prosecutions) as follows:

[BBhana@judiciary.org.za](mailto:BBhana@judiciary.org.za) (Pretoria)

[SiNkosi@judiciary.org.za](mailto:SiNkosi@judiciary.org.za) (Johannesburg)

### **CaseLines technical support**

In respect of matters dealt with on CaseLines and in addition to the CaseLines helpdesk number, Litigants/Practitioners may contact the following numbers for support in relation to the utilization of the system:

-for technical support in respect of Pretoria matters on CaseLines: 067 862 9339

-for technical support in Johannesburg matters on CaseLines: 067 208 7754

**Applications for provisional enrolment** (in terms of paragraph 3.7.2 of Directive 1 of 2020 issued on 10 January 2020)

Applications for provisional enrolment should be submitted per email to [JHBUEnrolment@judiciary.org.za](mailto:JHBUEnrolment@judiciary.org.za) for Johannesburg cases and [PTAUEnrolment@judiciary.org.za](mailto:PTAUEnrolment@judiciary.org.za) for Pretoria cases.



**Enquiries and Requests for final enrolment or removals relating to Opposed Motions** (in terms of paragraph 23 of Revised 17 April Directive\_issued on 24 April 2020)

In Johannesburg requests for final enrolment as well as removals and enquiries related to Opposed Motions, must be sent to [JHBOenrolment@judiciary.org.za](mailto:JHBOenrolment@judiciary.org.za) and in Pretoria its [PTAOenrolment@judiciary.org.za](mailto:PTAOenrolment@judiciary.org.za)

**Removal of Unopposed Motions and enquiries related to Unopposed Motions** (in terms of paragraph 36.1 and 36.2 of Revised 17 April Directive\_issued on 24 April 2020)

In Johannesburg the email to be used is [JHBUEnrolment@judiciary.org.za](mailto:JHBUEnrolment@judiciary.org.za) and the email address to be used for Pretoria cases is [PTAUEnrolment@judiciary.org.za](mailto:PTAUEnrolment@judiciary.org.za)

**Default Judgment in terms of Rule 31(5)** [in terms of paragraph 3.7.2 of Directive 1 of 2020\_issued on 10 January 2020]

The request for creation of the case shall be directed to the Registrar at [JHBdefaults@judiciary.org.za](mailto:JHBdefaults@judiciary.org.za) for Johannesburg applications or [PTAdefaults@judiciary.org.za](mailto:PTAdefaults@judiciary.org.za) for Pretoria applications

**Requests for archived files or Court Orders in Johannesburg** (in terms of paragraph 4.6 of Directive 1 of 2020\_issued on 10 January 2020) - [JHBFiles@judiciary.org.za](mailto:JHBFiles@judiciary.org.za)

**Enquiries related to Admissions as Practitioners** (in terms of paragraph 94.6.6 of Revised 17 April Directive\_issued on 24 April 2020)

All enquiries relating to admissions must be directed to the following email addresses:

In Pretoria: [TLegodi@judiciary.org.za](mailto:TLegodi@judiciary.org.za)

In Johannesburg: [JHBadmissions@judiciary.org.za](mailto:JHBadmissions@judiciary.org.za)

