



## OFFICE OF THE JUDGE PRESIDENT

GAUTENG DIVISION OF THE HIGH COURT OF SOUTH AFRICA

P O Box 442, PRETORIA 0001 - Tel 012- 314-9003 - Fax 012-326-4940

Palace of Justice, Church Square, Room 13, First Floor, Pretoria

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)

---

10 December 2020

To:

1. Legal Practice Council – Gauteng
2. Law Society of South Africa
3. Gauteng Family Law Forum
4. Gauteng Attorneys Association
5. Pretoria Attorneys Association
6. Johannesburg Attorneys Association
7. West Rand Attorneys Association
8. South African Black Women in Law
9. National Association of Democratic Lawyers
10. Black Lawyers Association
11. South African Women Lawyers Association.
12. Office of the Director of Public Prosecutions, Pretoria and Johannesburg
13. Office of the State Attorneys, Pretoria and Johannesburg
14. Office of the Family Advocate, Pretoria and Johannesburg
15. Legal Aid South Africa

Copy to: All Registrars of the Gauteng Division of the High Court, Pretoria and Johannesburg

NOTICE TO ATTORNEYS:-



IN RE: CHECKLIST FOR COMPLIANCE WITH THE 18 SEPTEMBER 2020  
CONSOLIDATED DIRECTIVE OF THE GAUTENG DIVISION OF THE HIGH COURT  
(PRETORIA AND JOHANNESBURG)

I refer to the Notice issued under my hand on 27 November 2020 regarding issues of non-compliance with the 18 September 2020 Consolidated Directive.

Enclosed herewith kindly find a compliance checklist aimed to assist attorneys to comply with the Directive.

*D M RAMOBO*

JUDGE PRESIDENT OF THE GAUTENG DIVISION OF THE  
HIGH COURT OF SOUTH AFRICA

*Electronically submitted therefore unsigned*



Case Creation Compliance	Paragraph	√ / X
Use COURT USER template	7.1 & 7.3	
Click on "Get from template" to generate front page	7.3	
Prefix "name" (i.e. Parties' names) with case type	7.2	
Record case number correctly at "Reference" (e.g. 2020/123456)	7.1, 64.2 and 73	
Do NOT remove anyone from "People" list	(Webinars)	
Enrolment Compliance	Paragraph	√ / X
Directive Compliance declaration	6, 10 and 13	
Date application form	10, 13, 20, 98 and 111	
Correct (properly named) section	7.6, 91 and 98	
Inviting ONLY relevant office profile	12.1 and 175	
Verify correct spelling of office profile	(Observation)	
Assign all permissions to Office Profile	12.3	
Adhere to timeframes	12.2, 93, 94, 105 and 175	
Do Final Enrolment	10, 91 and 92	
Do NOT complete hearing date – that is for the Registrars' office only!!!	13, 16, 69, 90, 92, 184 and 190	
Read CaseLines Notes made by the Registrars' Office	16, 67, 76, 92 and 191	
Leave to appeal compliance	Email	√ / X
Where Acting Judge presided	To: jp.gauteng@judiciary.org.za Cc: JHBAppeals@judiciary.org.za OR LTAp@judiciary.org.za	
Where permanent Judge presided	To: JHBAppeals@judiciary.org.za OR LTAp@judiciary.org.za Cc: (Judge's Secretary)	

Case Creation Compliance	Paragraph	√ / X
Use COURT USER template	7.1 & 7.3	
Click on "Get from template" to generate front page	7.3	
Prefix "name" (i.e. Parties' names) with case type	7.2	
Record case number correctly at "Reference" (e.g. 2020/123456)	7.1, 64.2 and 73	
Do NOT remove anyone from "People" list	(Webinars)	
Enrolment Compliance	Paragraph	√ / X
Directive Compliance declaration	6, 10 and 13	
Date application form	10, 13, 20, 98 and 111	
Correct (properly named) section	7.6, 91 and 98	
Inviting ONLY relevant office profile	12.1 and 175	
Verify correct spelling of office profile	(Observation)	
Assign all permissions to Office Profile	12.3	
Adhere to timeframes	12.2, 93, 94, 105 and 175	
Do Final Enrolment	10, 91 and 92	
Do NOT complete hearing date – that is for the Registrars' office only!!!	13, 16, 69, 90, 92, 184 and 190	
Read CaseLines Notes made by the Registrars' Office	16, 67, 76, 92 and 191	
Leave to appeal compliance	Email	√ / X
Where Acting Judge presided	To: jp.gauteng@judiciary.org.za Cc: JHBAppeals@judiciary.org.za OR LTAp@judiciary.org.za	
Where permanent Judge presided	To: JHBAppeals@judiciary.org.za OR LTAp@judiciary.org.za Cc: (Judge's Secretary)	