



OFFICE OF THE CHIEF JUSTICE
KWAZULU- NATAL DIVISION, PIETERMARITZBURG AND DURBAN

NOTICE
RE: APPLICABLE PROCEDURE FOR DRAFT ORDERS

TO: ALL LEGAL PRACTITIONERS / LITIGANTS

02 September 2026

COURT ORDER PROCESS APPLICABLE TO ALL MATTERS IN COURT, ONLINE AND CASELINES:

1. All legal practitioners and litigants are requested to adhere to the procedure set out below in respect of draft orders for all matters in court and on Court Online and Caselines.
2. When an order is granted in open court or before a Judge in chambers, the Legal Practitioners/Litigants are to ensure the following: -
 - 2.1 That the draft order handed to the Judge is typed, using font arial and font size 12 with 1.5 spacing.
 - 2.2 The typed draft order must contain the full citation of the matter concerned, re: the correct Court, the Case Number, and the Parties to the proceedings, such that it complies with Annexure "A" attached hereto.
3. Draft orders are to be uploaded by the Legal Practitioners/Litigants prior to the hearing date as part of the bundle. It will read "Draft Order" in the trail lines. When the Draft Order is handed up in court it must only have the word "Order" in the trail lines.
 - 3.1 A copy of the draft order sought must be handed-up in court. If the Judge amends the latter order in court, then Counsel will have to type the amendment on the order and hand-up a duly amended order for the Judge to sign. No handwritten orders will be accepted.
 - 3.2 The order will be initialed/signed and dated by the Presiding Judge in Court.
 - 3.3 The Judge's secretary will hand all orders for the day to the Registrar, after endorsing the case file, to issue the order by affixing a signature and date stamp.
 - 3.4 The Registrar will, after issuing the orders, hand back the orders to the secretary to file and upload the orders.
 - 3.5 Judicial Case Management Orders will follow the same process, and draft orders will have to be prepared and handed to the Presiding Judge in Court.
 - 3.6 The turnaround times for the uploading of the order shall be 7 days, except in the case of Urgents which will be uploaded on the same day (Please remain in attendance until the Urgent order is uploaded).

4. No orders will be typed by the typists for matters where a draft order is signed by the Judge and Registrar, except for the following circumstances: -

4.1 Written Judgments/ Orders handed down by the Court:

4.1.1 *Ex tempore* orders /orders from written judgments / orders in applications for Leave to Appeal. In the latter circumstances, the Judge's secretary shall endorse the case file on Court Online/ Caselines and inform the typist for the order to be generated. Once typed, the order will be issued by the Registrar, uploaded and published to the case file.

4.1.2 The orders granted from draft orders in divorce matters must be endorsed on the electronic court file on court online/caselines by the Judge's secretary, and a notification sent to the typist to generate/type an order. The order will be typed and given to the Registrar to issue, upload and publish.

4.1.3 In exceptional circumstances, where an order must be typed, the Judge's secretary shall notify the Typists to generate a typed order, which will be issued, uploaded and published by the Registrar.

5. Case outcomes are recorded on the relevant court system. Once the order is generated, uploaded and published, the order will appear on the litigant portal under "my case documents".

6. The uploaded order shall be the original order, and no signed orders will be provided on paper.

7. The litigants must give access of the electronic file to the Sheriff's Office to verify the order.

8. When preparing the draft order, please note that neither the Judge nor the Registrar will sign a page that only contains the 'signature part'. The signature part of the Judge and Registrar must always be paired with the last paragraph of the order. Failure to comply with the latter will result in the order not being accepted by the Judge and/or issued by the Registrar.

9. ***NB: The above will come in into effect immediately***

CHIEF REGISTRAR'S OFFICE, KZN DIVISION, PIETERMARITZBURG AND DURBAN



IN THE HIGH COURT OF SOUTH AFRICA

KWAZULU-NATAL LOCAL DIVISION: DURBAN

CASE NO.: (INSERT CASE
NUMBER)

BEFORE THE HONOURABLE JUDGE _____
(JUDGES SURNAME TO BE INSERTED)

AT DURBAN ON _____ (INSERT DATE MATTER WAS IN COURT)

CITATION MUST BE AS PER THE
SUMMONS OR APPLICATION

IN THE MATTER BETWEEN:



PLAINTIFF / APPLICANT

and

DEFENDANT / RESPONDENT



DRAFT ORDER

After having read the papers and having heard counsel: -

IT IS ORDERED THAT:

- 1.
- 2.
- 3.

SIGNATURE PART

BY ORDER OF THE COURT

PRESIDING JUDGE

REGISTRAR

(FIRM NAME)
Contact number
Counsel's details