



REPUBLIC OF SOUTH-AFRICA
HIGH COURT OF SOUTH AFRICA
NORTH GAUTENG DIVISION
PRETORIA

**NOTICE REGARDING IMPLEMENTATION OF THE JUDGE PRESIDENT'S
DIRECTIVES FOR FAMILY COURT BEFORE JUDGE SWANEPOEL**

28 AUGUST – 1 SEPTEMBER 2023 .

Secretary: Sonya Gillissen - 012 – 492 6766 / 079 400 1963

Email: sgillissen@judiciary.org.za

1. The proceedings will be conducted in OPEN COURT (courtroom still to be allocated) starting at 10:00am.
2. A complete Practice Note, stating the nature of the application for the date on which the application is on the roll, should be filed on Caselines setting out at least the following:
 - 2.1 Was the matter previously postponed? If so, what was the reason for the postponement?
 - 2.2 If the papers consist of more than just the application concerned, (for instance, previous applications or pleadings not relevant to the application) the application must be properly identified by reference to the section and page number to avoid a search for it;
 - 2.3 If personal service is necessary it must be stated and if this requirement was not complied with, reasons must be provided;
 - 2.4 If there is any problem with the application, it must be clearly identified and disclosed. If there is no problem, it must be submitted that the papers are in order;
 - 2.5 Name and contact details of counsel and the attorney (tel. no. and email address) must be stated.
3. If there is any other information to be conveyed, it must also be stated in the practice note.

4. The filing of heads of argument (where applicable) will not replace the duty to file a practice note in terms of this Directive.
5. In divorce matters the plaintiff must file an affidavit on the merits and the attorney an affidavit on the authenticity of the marriage certificate.
6. In all applications where heads of argument must be filed, a failure to do so may also result in the application being struck from the roll.
7. Draft Orders, indicating the date and particulars of the Judge, must be filed on Caselines for the court to consider.
8. The Practice Note, Draft order and/or heads of argument (if applicable) must be filed by **no later than Friday 18 August 2023 at 16h00**, failing which the application will be struck from the roll. Filing must be done on CASELINES ONLY (and NOT by email to Me Gillissen).
9. It is the responsibility of the applicant's attorney to ensure that the matter is TIMEOUSLY, PROPERLY AND FULLY uploaded onto Caselines and that the Judge and his clerk will have access to the matter at the latest Friday 18 August 2023 at 16h00 to enable the Judge to read the papers. Late filing or updates will not be accepted.
10. **COURT ONLINE MATTERS THAT WAS NOT DISPLAYING ON CASE LINES BY THE TIME THE ROLL CLOSED**, the Applicant / Appellant have time until **Friday 18 August 2023 at 16h00** to ensure that these matters do appear on case lines and all necessary documents are uploaded.
11. **A roll indicating which matters will be before Judge Swanepoel and which before Haupt AJ will be circulated in due course.**

J Swanepoel

JUDGE OF THE HIGH COURT

PRETORIA