

TO: ALL LEGAL PRACTITIONERS

**UNOPPOSED MOTION COURT DIRECTIVE FOR MATTERS BEFORE THE
HONOURABLE JUSTICE COETZEE AJ, 16 TO 20 OCTOBER 2023.**

1. Kindly find the Unopposed Motion roll for matters enrolled before Acting Judge Coetzee AJ for the week of 16 to 20 October 2023 attached hereto.
2. All the matters on the roll will be heard in open court, with proceedings to commence at 10:00, unless there is an e-mail requesting a virtual hearing. In the event of such a request, reasons for the request must be stated for consideration. The court number will be indicated on the day roll.
3. Parties must ensure that the application to be moved is properly identified, contained in a single section, and clearly marked with the date. This is to avoid a search for the application.
4. Please ensure that all documentation relevant to the application is uploaded before Friday, the 13th of October 2023, at 12:00. This includes the practice note and proposed draft order.
5. The practice note should at least indicate the following:
 - 5.1 Whether the matter was previously postponed. If so, the reasons for the postponement.
 - 5.2 The Notice of Set Down relevant to the date of hearing must be identified by reference to the page number on CaseLines.
 - 5.3 Where certain practice or legal requirement have to be complied with, for instance in Rule 46A applications, compliance with those requirements must be clearly stated and identified with reference to the page number on CaseLines.
 - 5.4 If there is any issue with the application, it must be clearly identified. If there is no issue, it must be stated that the papers are in order.
6. The draft order should set out the following date of the hearing, name of the Judge (i.e., Coetzee, AJ), court number, number on the roll and the disclaimer. The details of the counsel/attorney appearing and those of the instructing attorney should be stated at the end of the draft order.
7. The draft order/s must be uploaded both in Word and PDF format. A hard copy of the draft order must be handed up in court.
8. Save for draft orders, no other documents may be uploaded to CaseLines after

the roll has closed.

9. The orders made in court will be signed and stamped by the Registrar and uploaded onto CaseLines within 5 court days.
10. No matter will stand down to later in the week.
11. Counsel/Legal representatives are requested to have regard to the 'Widely Shared Note' function on CaseLines as queries will be raised using this function.
12. In case of settlement or removal of the application, please ensure that a note is made on CaseLines.
13. In all applications where heads of argument must be filed, a failure to do so may result in the application being struck from the roll.
14. General non-compliance with this directive may also result in the application being struck from the roll.
15. Acting Judge Coetzee will be in her chambers in the Palace of Justice, Room 115, for introductions at 9:40.

Trust that you find the above in order.