



**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE HONOURABLE MADAM JUSTICE KHUMALO**

**HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA**

Pretoria High Court Building, c/o Madiba & Paul Kruger Streets, Room 3.6

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13 October 2023

Dear Advocate/Sir/Madam

**UNOPPOSED MOTIONS**  
**BEFORE THE HONOURABLE JUDGE KHUMALO (Ms)**  
**2023 : Term 4 : Week 3 : 17 and 19 October 2023)**

1. **Kindly be advised that there will be no court appearance for the matters enrolled on 17 October 2023. All matters are to be decided on paper unless indicated otherwise by the Judge's Registrar who will notify the affected parties for oral submissions virtually.**
2. **The matters placed for 19 October 2023 will be presided over in open court. Counsel are to hand up Draft Orders for the relief being sought.**
3. A Practice Note comprehensively indicating the issues to be decided upon in the matter should have been uploaded on Caseline along with an Draft Orders in word format as well as to be emailed to the Judge's Registrar (Mr Ellick van der Merwe) by no later than 12h00 on Monday 16 October 2023, for matters to be heard on Tuesday 17 October 2023 and no later than 12h00 on Wednesday 18 October 2023 for matters to be heard on Thursday 19 October 2023..
4. Failure to file a comprehensive Practice Note will result in the matter being struck off the roll. No Practice Note will be accepted after the due date and time. Any further submissions deemed necessary by Counsel can be emailed to the Judge's Registrar according to the time frames set out in paragraph 1.
5. **The Practise Note must to contain detailed contacts particulars (Cell numbers and email addresses).**



6. No further documents are to be uploaded after the cut-off time indicated in the practice manual as read with the practice directive of this court unless with the express permission of the Honourable Judge Khumalo. Non-Compliance will result in the matter being removed from the roll due to papers not being in order.
7. Only in matters in which the Judge requires oral submissions, will Counsel be contacted and directed to log on to MS Teams at a particular time. The link will be emailed either the day before the hearing or on the morning thereof. The Applicant in each matter is tasked with providing the Judge's Registrar with the email addresses for further communication if necessary, if none is received the e-mail addresses on the Practise Note will be used.
8. In the event that a matter does not appear on the roll, the instructing Attorney is to prepare an affidavit on all the steps taken, as per the directive, to have had the matter enrolled. The matter will then be considered for enrolment. The filing of the affidavit must comply with the timeframes set of in paragraph 3 above.
9. In matters that is under the section on the roll of not displaying documents on Caseline, such will be removed if no steps are taken by the litigants before the timeframes set of in paragraph 3 above.
10. An outcome roll, with reasons in the event of orders not being granted, will be circulated and be available at the relevant Registrar's Office for litigants' benefit. **Litigant are required to follow the Judge's instruction in the event that draft orders need to be amended and such needs to be loaded unto Caseline and e-mailed on the same day.**

Yours faithfully

**(ELECTRONICALLY GENERATED; NOT SIGNED)**

Mr E van der Merwe

Judge's Secretary

The Honourable Judge KHUMALO (Ms)

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