



HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA  
FROM THE CHAMBERS OF MADAM JUSTICE RETIEF

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07 FEBRUARY 2024

TO: ALL LEGAL PRACTITIONERS

**DIRECTIVE**

**SPECIAL INTERLOCUTORY COURT: 12 – 16 FEBRUARY 2024**

**BEFORE THE HONOURABLE MADAM JUSTICE RETIEF**

JUDGE'S SECRETARY: CHRISTINAH MSIMANGO

email: [ChMsimango@judiciary.org.za](mailto:ChMsimango@judiciary.org.za)

Tel: 012 314 9002

1. All hearings will be conducted in **open court at 10h00**. (details of the court allocated must be checked on the day roll)
2. Parties must bring **ONE hard copy of Draft Orders** sought. **Draft Orders** must correctly indicate the Judge's name (i.e. RETIEF J), date on which the matter was heard, in which Court and at the end of the draft order the party must indicate the name and contact details of their counsel and their instructing attorney.
3. **A Practice Note is to be filed on Caselines by no later than 16h00, two clear days before the matter is to be heard**, stating the nature of the application, the date and number on the roll and contact details (including email address/es) of the legal practitioner.
4. Notices of removals or postponements which occur before **13h00** the day before the matter has been set down must be uploaded onto Caselines and also emailed

to the email address [ChMsimango@judiciary.org.za](mailto:ChMsimango@judiciary.org.za)

5. To assist the Judge in the deliberation of the matters on her roll and to prevent matters from being struck, parties should ensure compliance with the relevant practice directives.
6. Parties must ensure that a case profile is created for their matter on Caselines and bundles/documents are uploaded thereto timeously.
7. Introductions to the judge shall take place at 09h30 in office 176 on the first floor at the Palace of Justice.

ENDS.