



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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- To:**
- 1. Legal Practice Council – Gauteng**
  - 2. Law Society of South Africa**
  - 3. Gauteng Family Law Forum**
  - 4. Gauteng Attorneys Association**
  - 5. Pretoria Attorneys Association**
  - 6. Johannesburg Attorneys Association**
  - 7. West Rand Attorneys Association**
  - 8. South African Black Women in Law**
  - 9. National Association of Democratic Lawyers**
  - 10. Black Lawyers Association**
  - 11. South African Women Lawyers Association**
  - 12. South African Medical Malpractice Lawyers Association**
  - 13. Personal Injury Plaintiff Lawyers Association**
  - 14. South African Medico-Legal Association**
  - 15. Office of the Director of Public Prosecutions, Pretoria and Johannesburg**
  - 16. Office of the State Attorneys, Pretoria and Johannesburg**
  - 17. Solicitor General**
  - 18. Office of the Family Advocate, Pretoria and Johannesburg**
  - 19. Legal Aid South Africa**
  - 20. Johannesburg Society of Advocates**
  - 21. Pretoria Society of Advocates**

- 22. Gauteng Society of Advocates**
- 23. Pan African Bar Association of South Africa**
- 24. General Council of the Bar of South Africa**
- 25. National Bar Council of South Africa**
- 26. South African Bar Association**
- 27. National Forum of Advocates**
- 28. North Gauteng Association of Advocates**
- 29. Church Square Association of Advocates**
- 30. Advocates for Transformation**

## **TAXATION NOTICE- SETTLEMENT ROLL**

1. This is a notice to practitioners to instruct the implementation of the Practice Directive issued by the office of the Judge President, on 11 June 2021.

## **PURPOSE**

2. The purpose hereof is to inform the legal fraternity as well as tax consultants the High Court of Gauteng Division Pretoria will be embarking on a process whereby the stamping of settled bills of costs will be performed via Caselines.

## **NOTICE**

- 3.1 Parties should create their cases on caselines as required in terms of the issued directive on the 18<sup>th</sup> September 2020. Upon creation of same, parties are expected to upload all relevant documents required for a bill to be settled by a Taxing Master.

3.2 The expected documents are as follows:

- The notice of intention to tax together with the bill of costs(served)
- The court order for purposes of cost order
- The evidence of the agreement between the parties/ the offer of settlement and acceptance by signing and providing contact details

3.3 The parties must invite the office profile of [ptataxsettlements@judiciary.org.za](mailto:ptataxsettlements@judiciary.org.za) in order to have their matters enrolled for settlements in the taxation settlement roll.

3.4. The office of the Taxing Master will allocate 30 matters per day on the settlement roll from Mondays to Thursdays weekly, and will do so for matters that have invited the office profile. No physical copies requesting placement on the settlement roll will be accepted.

3.5 Tax consultant and legal practitioner are discouraged from inviting more than 5 bills per day due to the limitation of the matters placed on the settlement roll. Upon allocation on the settlement roll, the office of the Taxing Master will provide confirmation in this regard by furnishing you with the date on the hearing date tab on Caselines and the details of the relevant Taxing Master.

3.6 The stamped allocatur will be stamped and uploaded by the office of the Taxing Master within 7 days from date of finalizing the settlement.

4. Should any delays be experienced, wherein your bill of costs/allocatur was not stamped on the date of allocation, kindly contact the relevant taxing Master i.e. the Taxing Master to whom your bill was allocated to provide reasons for such delay. Alternatively forward any escalations to [ptachiefregistrar@judiciary.org.za](mailto:ptachiefregistrar@judiciary.org.za) for assistance herein.
5. This is effective from 20 October 2021. The first roll of the settlement will be issued for 2 November 2021. The office of the Taxing Master shall release the roll 3 days ahead of the settlement date.



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**TR LEDWABA**  
**ACTING CHIEF REGISTRAR, GAUTENG DIVISION PRETORIA**  
**DATE: 19 OCTOBER 2021**