



**OFFICE OF THE CHIEF JUSTICE  
KWAZULU- NATAL LOCAL DIVISION, DURBAN**

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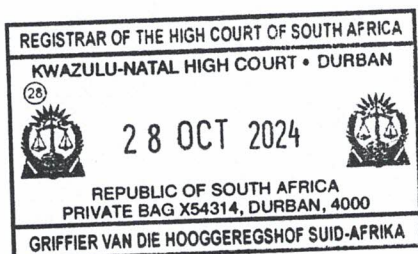
**NOTICE**  
**RE: APPLICABLE PROCEDURE FOR COURT ORDERS**

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**TO: ALL LEGAL PRACTITIONERS / LITIGANTS**

1. All legal practitioners and litigants are requested to adhere to the procedure set out below in respect of filing of orders/draft orders for all matters in court.
2. When an order is granted in open court or before a Judge in Chambers, the Plaintiff's/Applicant's Attorneys are to ensure the following: -
  - 2.1 That the order/draft order granted by the Judge is typed by the Plaintiff's/Applicant's Attorney and the order is e-mailed to the Registrar for issue.
  - 2.2 The Attorneys must email the orders to [OrdersDBN@judiciary.org.za](mailto:OrdersDBN@judiciary.org.za), for Durban High Court, the order must comply with annexure "A" hereto. Attorneys are requested to use font Arial and font size 12 with 1.5 spacing.
  - 2.3 The typed court order must be emailed to the Registrar within 48 hours of the order being granted. Failure to email the order within 48 hours will result in the file being sent to filing OR if the matter is adjourned, the file will be placed under the roll, and no order will be issued.
  - 2.4 Once the file is returned to filing, the Attorneys will have to request the court file from filing and approach the Registrar to have such order issued.

**CHIEF REGISTRAR'S OFFICE, KZN DIVISION, DURBAN**



**"A"**

**KWAZULU-NATAL LOCAL DIVISION: DURBAN**

CASE NO.: D (INSERT CASE  
NUMBER)

BEFORE THE HONOURABLE JUDGE \_\_\_\_\_  
(JUDGES SURNAME TO BE INSERTED)

AT DURBAN ON \_\_\_\_\_ (INSERT DATE MATTER WAS IN COURT)

IN THE MATTER BETWEEN:

\_\_\_\_\_

PLAINTIFF

and

\_\_\_\_\_

DEFENDANT

\_\_\_\_\_

### **COURT ORDER**

\_\_\_\_\_

After having read the papers and having heard counsel,

IT IS ORDERED THAT:

- 1.
- 2.
- 3.

BY ORDER OF THE COURT

REGISTRAR

(FIRM NAME)