



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

HOW TO OBTAIN A SUPERIOR COURT ORDER

What is a court order?

The end result of all cases issued in Court is the obtaining of a Superior Court order

Who is authorised to grant a Court order?

Superior Court orders are given by a Judge of the Superior Court and issued by the office of the Registrar

Who is authorised to sign/issue a court order?

A Judge may initial the Court order but only a Registrar is allowed to sign a court order

Can a court order only be issued at court?

A Superior Court order can only be issued at a Superior Court that granted the order.

Must a party be present for a court order to be issued or can it be issued in his/her absence?

A Superior Court order can be issued in the absence of the parties.

What is the procedure for obtaining a court order?

The following processes and procedures are involved in the obtaining of such order

1. A Judge will give a Superior court order at the end of a summons or motion proceeding.
2. The order is annotated on the cover of the Court file by the Judges clerk
3. This order is then taken to the Registrars section of the High Court
4. The typists at the Superior Court will then type the said order
5. The typist will have the typed order taken to a Registrar who will then sign the said order
6. Draft orders handed up to a Judge in court are initialled and dated on the top right hand corner
7. The order is then taken to the typist to ensure that all relevant information and details are on the draft order
8. Typist will then take the draft order to the Registrar to sign.

How do you identify that a court order is legitimate?

- 6.1. The order will have the emblem of the office of the Chief Justice affixed to the top of it, older orders will have the Coat of Arms emblem affixed to it
- 6.2. It will state in which Division the order was made e.g. "In the High Court of South Africa, North West Division, Mafikeng"
- 6.3. It will have the date
- 6.4. It will state the name of the Judge as follows "Before the Honourable Mr Justice Mamogale "
- 6.5. It will state the names of the Plaintiff and Defendant
- 6.6. It will state the order given
- 6.7. The date stamp of the court will be affixed
- 6.8. The order will be signed by the Registrar
- 6.9. The court seal will be affixed to the order

Will a party to a matter receive an original or a copy of a court order?

The court order will be an original that will be provided to the party who brought the application and a copy to the other side.

How do you go about verifying if the court order that was issued is an authentic and legal document?

Should any individual be unsure about the legitimacy of any court order they should contact the Chief Registrar/ Registrar's office of that particular court.

What is the next process to be followed when it is determined that the court order in your possession is not a legitimate court order?

If it is determined that the court order in your possession is not a legitimate one the following steps must be taken

- The court order must be reported to the Registrar's office at the court of issue
- The matter must be reported to the nearest SAPS office for further investigation

"IT IS A CRIMINAL OFFENSE FOR ANYONE TO ISSUE A DOCUMENT THAT PURPORTS TO BE A COURT ORDER IF IT WAS NOT ISSUED AT COURT BY A JUDGE "



Serving the South African Judiciary

SUPERIOR COURTS CONTACT INFORMATION

Constitutional Court

Tel: +27 11 359 7400
Fax: +27 11 339 5098

Private Bag x 1
Constitutional Hill
Braamfontein 2017

1 Hospital Road, Braamfontein,
Johannesburg, 2017
GPS: E 28.04336; S -26.1882

Registrar: Mr K Makgakga
E-mail: Makgakga@concourt.org.za
Website: www.constitutionalcourt.org.za

Supreme Court of Appeal

Tel: +27 51 412 7400
Fax: +27 51 412 7449

PO Box 258, Bloemfontein,
Free State, 9300

Cnr President Brand & Elizabeth Streets,
Bloemfontein, 9300
GPS: E 26.21675; S -29.11563

Chief Registrar: Ms CH Van der Merwe
E-mail: CHVandermerwe@justice.gov.za
Website: www.justice.gov.za/

Western Cape Division, Cape Town

Tel: 021 480 2411/2636
Fax: 021 423 0412

Private Bag x 9020,
Cape Town, 8000

35 Keerom Street, Cape Town, 8001
GPS: E 18.41752; S -33.925

Chief Registrar: Ms Ruanne David
E-mail: RDavid@judiciary.org.za

North West Division, Mahikeng (Mmabatho)

Tel: 018 392 8200
Fax: 018 392 1908 / 018 384 3451

Private Bag X2010, Mmabatho, 2735

C/O Hector Peterson & University Drive
Mmabatho
GPS: E 25.61075; S -25.83137

Registrar: Mr L Mokete
E-mail: LMokete@judiciary.org.za

Land Claims Court

Tel: 011 781 2291
Fax: 011 781 2217 / 2218

Private Bag X10060,
Randburg 2125

Trust Bank Centre, Randburg Mall,
Corner of Hill Street and Kent Avenue,
Randburg, 2194
GPS: E 28.00083; S -26.09232

Registrar: Mr Stephen Cindi
Email: SCindi@judiciary.org.za
Website: www.justice.gov.za

Labour and Labour Appeal Court, Johannesburg

Tel: 011 359 5700
Fax: 011 403 9328

Private Bag x52,
Braamfontein, 2017

Arbour Square Building, 6th and 7th Floor
c/o Juta & Melle Street
Braamfontein, 2001

Registrar: Ms F.N Ntuli
E-mail: FNtuli@judiciary.org.za
Website: www.justice.gov.za/labourcourt

Eastern Cape Division, Grahamstown

Tel: 046 603 5000
Fax: 046 636 2374

Private Bag x 1011,
Grahamstown, 6140

104 - 106 High Street,
Grahamstown, 6139
GPS: E 26.525; S -33.31136

Registrar: Ms JV Wilson
E-mail: JVWilson@judiciary.org.za

Eastern Cape Local Division, Bisho

Tel: 040 608 7700
Fax: 040 635 2140

Private Bag x 0003,
Bisho, 5605

10, Independence Avenue,
Bisho, 5600
GPS: E 27.43199; S -32.85661

Registrar: Ms T Mafalala
E-mail: TMafalala@judiciary.org.za

KwaZulu-Natal Division, Pietermaritzburg

Tel: 033 345 8211
Fax: 033 345 3815

Private Bag x 9014, Pietermaritzburg,
3200

301 Church Street,
Pietermaritzburg, 3200
GPS: E 30.3805; S -29.599

Registrar: Ms Primrose Fente
E-mail: PFente@judiciary.org.za

KwaZulu-Natal Local Division, Durban

Tel: 031 362 5800
Fax: 031 305 4550

Private Bag x 54314, Durban, 4000

12 Dullah Omar (Masonic) Grove,
Durban, 4001
GPS: E 31.01921; S -29.86172

Acting Chief Registrar:
Ms Tanisa Mahomed-Hanif
E-mail: tmahomed-hanif@judiciary.org.za

Labour and Labour Appeal Court, Durban

Tel: 031 301 0104/06/0111
Fax: 031 301 0145

Private Bag X54370, Durban, 4000

Liberty Life House, 1st Floor,
269 Anton Lembede Street
Durban, 2000
GPS: E 31.0171; S -29.86052

Registrar-Mr T Vilakazi
E-mail: tvilakazi@justice.gov.za

Labour and Labour Appeal Court, Cape Town

Tel: 021 424 9035
Fax: 021 424 9059

PO Box 15502,
Vlaeberg, 8018

Twinell House, 1st Floor
113 Loop Street
Cape Town, 8001
GPS: E 18.41776; S -33.9221

Acting Registrar: Ms F Ismail
Email: Flsmail@judiciary.org.za

Eastern Cape Local Division, Mthatha (Umtata)

Tel: 047 532 4301
Fax: 047 531 2459

Private Bag x 5017,
Umtata, 5100

Nr 74 Cnr Victoria & Frere Road,
Umtata, 5100
GPS: E 28.78172; S -31.59114

Registrar: Mr S Qalani
E-mail: SQalani@judiciary.org.za

Eastern Cape Local Division, Port Elizabeth

Tel: 041 502 6600
Fax: 041 582 2625

Private Bag x 1,
Port Elizabeth, 6000

2 Bird Street,
Port Elizabeth, 6001
GPS: E 25.61936; S -33.96437

Registrar: Ms N Ndlebe
E-mail: NNdlebe@judiciary.org.za

Free State Division Bloemfontein

Tel: 051 406 8100
Fax: 051 430 7041

Private Bag x 20612,
Bloemfontein, 9300

Cnr Fountain & Pres Brand Street,
Bloemfontein, 9300
GPS: E 26.21739; S -29.11858

Chief Registrar: Mr S Mappeda
E-mail: SMappeda@justice.gov.za

Northern Cape Division, Kimberly

Tel: 053 833 1441
Fax: 053 831 1320

Private Bag x 5043,
Kimberley, 8300

Sol Plaatje Drive, Kimberley, 8301
GPS: E 24.76783; S -28.74564

Registrar: Mr C Conradie
E-mail: CConradie@judiciary.org.za

Labour and Labour Appeal Court, Port Elizabeth

Tel: 041 586 4923/4
Fax: 041 585 9860

Private Bag X6004,
Port Elizabeth, 6000

Fidelity House, 1st Floor
190 Govan Mbeki Avenue
Port Elizabeth, 6001
GPS: E 25.6179; S -33.9573

Registrar: Ms S Gerber
Email: sgerber@justice.gov.za

Competition Appeal Court

Tel: 012 394 3355

Private Bag X54370,
Durban, 4000

Block C, The DTI Campus
77 Meintjies Street
Sunnyside Pretoria

Registrar: Ms L Motaung
E-mail: LeratoM@judiciary.org.za
LeratoM@comptrib.co.za

Gauteng Division, Pretoria

Tel: 012 315 7711
Fax: 012 326 1995

Private Bag x 67,
Pretoria, 0001

Cnr Paul Kruger & Madiba Streets,
Pretoria, 0002
GPS: E 28.18784; S -25.7449

Chief Registrar: Mr.S.D.Mniki
E-mail: SMniki@justice.gov.za

Gauteng Local Division, Johannesburg

Tel: 011 335 0000
Fax: 011 335 0221

Private Bag X7
Johannesburg, 2000

Cnr Kruis & Pritchard Streets,
Johannesburg, 2001
GPS: E 28.04547; S -26.20258

Acting Chief Registrar: Ms Roanne Bramdaw
E-mail: RBramdaw@justice.gov.za

Limpopo Division, Polokwane

Tel: 015 230 4000
Fax: 015 294 6074/6084

Private Bag x9696,
POLOKWANE, 0700
34 Landross Mare Street,
Polokwane, 0700

Chief Registrar: Ms M Phaswane
E-mail: MoPhaswane@justice.gov.za

Limpopo Local Division, Thohoyandou

Tel: 015 960 9550
Fax: 015 962 0364 / 086 507 3678

Private Bag X5015, Thohoyandou, 0950

Government Buildings Complex,
next to Khoroni Hotel, (c/o Mphaphu and
Parliament), Thohoyandou, 0950
GPS: E 30.45717; S -22.96821

Registrar: Ms J Gwangwa
E-mail: JGwangwa@justice.gov.za

Electoral Court

Tel: +27 51 412 7400
Fax: +27 51 412 7449

PO Box 258, Bloemfontein,
Free State, 9300

Cnr President Brand & Elizabeth Streets,
Bloemfontein, 9300
GPS: E 26.21675; S -29.11563

Chief Registrar: Ms CH Van der Merwe
E-mail: CHVandermerwe@justice.gov.za
Website: www.justice.gov.za/



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