



**OFFICE OF THE DEPUTY JUDGE PRESIDENT
HIGH COURT OF SOUTH AFRICA, GAUTENG PROVINCIAL DIVISION, PRETORIA**

Gauteng High Court Building, Cnr. Madiba & Paul Kruger Strs, Room 7.15, Seventh Floor
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**AMENDED DRAFT PRACTICE DIRECTIVE REGARDING FILLING OF
A PRACTICE DIRECTIVE ON CIVIL ACTION TRIALS**

1. The plaintiff, or the defendant if defendant has applied for a trial date, in respect of matters that have been allocated a trial date shall file a practice note, which shall be stapled to the inside left cover of the court file stating the following.
 - 1.1 Date of hearing.
 - 1.2 Probable estimated duration of the hearing of the trial.
 - 1.3 Nature of the claim
 - 1.4 State whether allocation of a Judge is sought and if the matter would be ready to commence immediately when it is allocated to a Judge or if there are prospects of a settlement.
 - 1.5 Names, cell phone number of the legal representatives.
 - 1.6 Confirmation that the court file has been properly indexed and paginated.
2. In matters that are to be removed from the roll or to be postponed *sine die* a formal notice should be attached to the practice note.
3. In matters wherein there will be an argument on costs only or an application for a postponement it is recommended that a substantive application should be filed or short heads of argument be filed before the allocated date of hearing.
4. The Practice note should be filed at the Registrar's office (Room 7.40) before noon on the court day, but 3(three) Preceding the allocated trial date and may Not be filed more than 5 days before such allocated trial date.

5. The Practice note is not a requirement in respect of matter that are set down for hearing on the Draft Orders roll.
6. In matters on the trial roll wherein a practice note has not been filed, such files will be removed from the roll and will not appear on the trial roll on the date of the trial.
7. In matters on the trial roll wherein the parties have settled the case and a draft order is to be handed to the court on the trial date such draft orders should be attached to the practice note, when the practice note is filed.

Regards

A P LEDWABA
DEPUTY JUDGE PRESIDENT
GAUTENG HIGH COURT, PRETORIA