

PROCEDURE FOR ENROLMENT OF MATTERS ON THE DRAFT ORDERS ROLL AND MATTERS THAT STOOD DOWN FOR ALLOCATIONS AS FROM THE 25TH JANUARY 2016

1. No matters should be enrolled on the Draft Orders roll by the Registrar unless:
 - 1.1 One of the party's legal representative files with the Registrar a Notice to Request that the matter be enrolled on the "Draft Orders Roll",
 - 1.2 the said Notice should specifically state that the matter has been settled between the parties and a copy of the Draft Order the parties agreed upon or a letter from the opponent confirming settlement, or a copy of the settlement agreement must be attached to the said Notice, and
 - 1.3 a court-file, duly indexed and paginated, should be delivered to the Registrar together with the said Notice when a request for allocation is made.
2. Matters which have been settled and are on the "Draft Orders Roll" will be dealt with by a Judge doing roll call immediately after the allocation of matters which are trial ready. The legal representatives of the parties should attend court at 9h30 with a properly drafted Draft Court Order or Settlement Agreement together with the necessary and relevant documents when an application for the Draft Order to be made an Order of Court is heard.
3. Matters that are stood down for allocation by the Court may only be enrolled on any suitable available date to be allocated by the Registrar or enrolled on a date specified by the Court only after a written directive shall have been issued by the Judge's Clerk from the office of the Deputy Judge President.
4. The Registrar should separately list matters enrolled on the Draft Orders Roll and matters which have been stood down for allocations, and re-enrolled separately from the civil trial roll.
5. The court files for matters that are stood down for settlement will be kept in the Registrar's office for ten (10) court days, if no such application is filed, the file will be returned to basement for filing.

Issued by: Deputy Judge President A P Ledwaba


Signature