SOUTH GAUTENG HIGH COURT -

MOTION COURT PROCEDURE WITH EFFECT FROM 22 JULY 2013

UNOPPOSED MATTERS

1. Applicant chooses a setdown date e.g. 30 July 2013 and completes a preliminary roll.



2. The Notice of setdown to be served on the Respondent 5 (five) days prior the hearing of the matter e.g. 23 July 2013.



3. The Applicant draws the file from the General office (008) / Archives (009) and ensures that all the notices and pleadings are filed and that the matter is indexed and paginated. The Applicant then hands the file to the Registrar at the setdown office, this process has to be completed by no later than 3 (three) days prior to the setdown date e.g. 25 July 2013.

6. Matters that have been heard / finalised by the Judges are returned to office 013 where they are marked from the roll.



5. On the 2nd day prior to the hearing, the final roll with all the matters concerned is sent to the respective Judges. E.g. 26 July 2013.



4. On the 3rd day prior to the hearing, the Registrar peruses the files received by ensuring that all notices and pleadings are filed. A final roll of all matters that are ready for Court is then prepared. E.g. 25 July 2013.

7. The files are then transported to the typists on the 12th floor where the court orders are typed. There is a turnaround time of 7 days for the typing of these court order.



8. The files are returned to the General records section (008) for filing once the court orders are typed.

Notes:

- ➤ Three Courts will sit for these matters.
- The roll closes at 12h00 noon on a Thursday; the roll is limited to a maximum of 249 applications per day (incl. 9 Rule 43 applications, 60 unopposed divorces and 180 other unopposed matters.
- ➤ During court recess this limit decreases to 166 matters per day (incl. 6 Rule 43 applications, 40 unopposed divorces and 120 other unopposed matters.
- Matters such as Rule Nisi's, etc. that are postponed to a specific date will be returned to office 001 after the court orders are typed. This will ensure easier access to those files when further documents have to be filed and timeous placement back on the roll for the specific day it is postponed to.