## SOUTH GAUTENG HIGH COURT -

## MOTION COURT PROCEDURE WITH EFFECT FROM 22 JULY 2013

1. Applicant chooses a set down date e.g. 29 July 2013 and completes a preliminary roll (Opposed matters are set down for Mondays). Matters which are not dealt with on those days, are finalised on the Tuesday and/or Wednesday). The roll closes at 12h00 noon on a Thursday and 15 court days before the setdown date, (e.g. at 12h00 noon on 4 July 2013)



- 2. Before the closing of the roll, the Applicant has to ensure:
  - 2.1 That the other party has been served;
  - 2.2 That the file is indexed and paginated;
  - 2.3 Heads of argument are served to the other party within 15 days from completion of index and pagination;
  - 2.4 The other party be allowed 10 days to respond by filing their heads of argument;
  - 2.5 The practice note which is served by either fax or e-mail, is filed.

## OPPOSED MOTION MATTERS

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



4. On the Friday (5 July 2013) and 15 days prior to the setdown date, the final roll and all the files concerned is sent to the Senior Judge. The Senior Judge will allocate these matters to the other respective Judges at least 10 days prior to the hearing of the matters.



3. During the Thursday afternoon (4 July 2013) after the roll closed, the Registrar will peruse the files received by ensuring that all notices, pleadings and heads of argument are filed. A final roll of all the matters that are ready for court is then prepared.

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



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

## Notes:

- Five (5) courts will sit for these matters
- ➤ The roll is limited to 50 matters per week.
- No opposed matters will be heard during court recess.
- ➤ No opposed application may be postponed to another opposed court date. A new date for these applications must be applied for.