

OPPOSED MOTION CHECKLIST FOR ATTORNEYS

Attorney: _____

Case no: _____

Tel No: _____

Plaintiff: _____

Reference: _____

Defendant _____

DESCRIPTION	CHECK	YES	NO	N/A
Case File Status	Created on Court User template			
	Case properly prefixed			
	Sections marked appropriately			
Opposed Date Application	Motion Application uploaded			
	Compliance Declaration Affidavit/Certificate uploaded			
	Date Request Form (J188) uploaded			
	Consolidated Index uploaded			
	Heads of Argument (both parties)			
	Practise Notes (both parties)			
	Chronology Table			
	List of Authorities			
	Opposed Motion office profile invited			
Other (provide description)				
COURT NOTES:	<p><>If allocation delayed beyond five court days</p> <ul style="list-style-type: none"> • Escalate in line with paragraph 241.2 • Escalations via email (only during court hours 9AM-4PM, see paragraph 235 for guidelines) • No WALK-IN Enquiries <p><>An opposed date allocated is first and final. There is no need nor any provision to do final enrolment, but should you have to remove the matter from the roll, comply with paragraph 110.</p> <p><>The opposed roll closes by noon, 7 clear court days before the date of hearing.</p> <p><>See paragraph 108 for an exception relating to opposed Summary Judgments</p>			