



**OFFICE OF THE HONOURABLE ACTING JUSTICE VENTER  
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA**

Pretoria High Court Building, c/o Madiba and Paul Kruger Street, Pretoria, 0001  
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19 August 2024

**TO: ALL LEGAL PRACTITIONERS**

**DIRECTIVE: UNOPPOSED MOTION COURT BEFORE ACTING JUDGE  
VENTER [OPEN COURT]**

**26, 28 & 30 AUGUST 2024 AND 2, 4 & 6 SEPTEMBER 2024**

1. All matters will be conducted in open court on Monday, 26 August 2024 at 09:30.
2. On Wednesday, 28 August 2024 and Friday, 30 August 2024, court will start at 09:00.
3. On Monday, 2 September 2024, Wednesday, 4 September 2024 and Friday, 6 September 2024, court will start at 09:00.
4. Please refer to the day roll for allocated court which is circulated on a daily basis.
5. Introductions will take place in open court. Matters will be called in order of seniority.
6. Please bring 2 (two) hardcopies of the Draft Order to court.
7. **Draft Orders must correctly reflect the surname of the Judge, the date, the number on the roll, the correct case number and the court room.**

8. All Draft Orders in word and pdf format should be uploaded on Caselines. Kindly ensure that it complies with the practice directive, i.e. the Judge's name, date, mode of hearing etc. Including the below disclaimer:

*"This Order is made an Order of Court by the Judge whose name is reflected herein, duly stamped by the Registrar of the Court and is submitted electronically to the Parties/their legal representatives by email. This Order is further uploaded to the electronic file of this matter on Case Lines by the Judge or her Secretary. The date of this Order is deemed to be \_\_\_\_\_.*

9. The court will not deal with matters that were not placed timeously, if your matter was properly enrolled but does not appear on this roll, please contact the enrolment office.
10. Parties are to ensure that all documents inclusive of draft orders and comprehensive practice notes are uploaded at least **3 days** before the date of set down. Where applicable, a Widely Shared Note will be made on caselines.
11. Where matters settle or are to be removed, ensure that a note to that effect is made timeously on CaseLines, a notice of removal is served and uploaded and/ or a draft order encapsulating the removal terms/ settlement terms is uploaded and handed up to court.
12. Legal Practitioners are urged to prepare properly to assist the presiding officer to promptly adjudicate their matter.

**WP VENTER**

**ACTING JUDGE OF THE HIGH COURT**

**PRETORIA**

***(Electronically submitted therefore unsigned)***