



**REPUBLIC OF SOUTH AFRICA**

**REPUBLIEK VAN SUID-AFRIKA**

**OFFICE OF THE HONOURABLE MADAM JUSTICE POTTERILL**

**HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA**

Pretoria High Court Building, c/o Madiba & Paul Kruger Streets, Room 8.10, 8<sup>th</sup> Floor

Tel: 012) 315-7582 E-mail: JHefer@judiciary.org.za

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7 January 2025

Dear Advocate/Sir/Madam

**DIRECTIVE FOR UNOPPOSED MOTIONS BEFORE JUDGE POTTERILL ON 14 AND 16 JANUARY 2025**

1. The unopposed motion rolls of 14 and 16 January 2025 will be called **physically in court and the hearing will begin strictly at 10:00**. Parties are to verify the court venue on the date of hearing.
2. All counsel are required to appear in all the applications and introductions are to take place at 09:45. You may attend to room 8.10, 8<sup>th</sup> floor for this purpose.
3. Postponements and removals will be called first. Thereafter the applications will be called in order of seniority.
4. Legal representatives should ensure that all relevant documents are uploaded to CaseLines including the practice note, notice of set down and the draft order two court days prior to the hearing i.e. all documents in matters enrolled for 14 January 2025 to be uploaded by 16:00 on 20 January 2024 and all documents in matters enrolled for 16 January 2025 to be uploaded by 16:00 on 14 January 2025.

5. **Counsel are required to bring a hard copy of the draft order to court. Please ensure that the Judge's surname, date, case particulars and case number are correctly reflected on the draft order.**
6. The draft order which is uploaded must clearly reflect the surname of the Judge, date of hearing, manner of hearing, the name of the counsel, the attorney and their respective e-mail addresses and the disclaimer. If the phrase "Further or/and alternative relief" appears in your draft order it must be deleted.

DISCLAIMER: This Order is made an Order of Court by the Judge whose name is reflected hereon, duly stamped by the Registrar of the Court and is submitted electronically to the parties or their legal representatives by e-mail. This Order is further uploaded to the electronic file of this matter on Case Lines by the Judge or his/her Secretary/Registrar. The date of this Order is deemed to be 2025.

7. All documents should be uploaded by 16:00 two court days before hearing as described in paragraph 4 above. If the documents are not in order, the matter will be removed from the roll. No late documents may be uploaded.
8. Postponements and/or removals should be communicated by e-mail to [JHefer@judiciary.org.za](mailto:JHefer@judiciary.org.za).

Yours faithfully

**(ELECTRONICALLY GENERATED; NOT SIGNED)**

J Hefer

Secretary: Honourable Judge Potterill

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