



**OFFICE OF THE JUDGE PRESIDENT A P LEDWABA
HIGH COURT OF SOUTH AFRICA, GAUTENG PROVINCIAL DIVISION**

Gauteng High Court Building, Cnr. Madiba & Paul Kruger Strs, 1st Floor, Room 13 Palace
Tel. (012) 315 7576 – E-mail: Ambelani@judiciary.org.za; Hrabosiwana@judiciary.org.za

TO:

- All Judges – Gauteng Division of the High Court, Pretoria
 - The Chief Registrar – Gauteng Division of the High Court, Pretoria
 - Court Staff, Professional Bodies and Organisations, Legal Practitioners, Litigants and Members of the Public
 - Government Departments, Entities and Functionaries
-

**FILING OF PRACTICE NOTES FOR CIVIL TRIALS AND DEFAULT
JUDGEMENT**

1. The Directive

This Directive will be operational from **Term 4 from 02 November 2026**.

2. Filing deadline

2.1 A practice note is to be filed by the parties - and where the defendant is recalcitrant or “delinquent”, by the plaintiff - and uploaded to CaseLines and a hard copy be delivered to Office 1.17 at the High Court, Pretoria (the civil trial office) and lodged with the Registrar, not earlier than 15 Court days and not later than 10 court days before the date allocated for the hearing of the trial and/or default Judgment application.

2.2 The Registrar will, upon receipt of the practice note, allocate all provisional rolls to the final rolls which will be published not less than 5 days before the allocated date.

2.3 The final rolls for each day will be published not less than 3 days before the allocated date.

2.4 In respect of trials of long duration i.e. trials of longer than 5 days but less than 10 days the following shall apply:

2.4.1 the Practice Manual dated February 2018 is still applicable.

2.4.2 the Practice note shall be filed on Caselines and a hard copy thereof delivered at the office of the DJP 10 days before the allocated trial date.

3. Prescribed content of the practice note for trial matters

Every practice note filed in terms of paragraph 2 above must contain the following information:

3.1 the names of the legal representatives of the parties, together with their contact details;

3.2 the date on which the pre-trial conference was held;

3.3 the date on which mediation was completed, alternatively, if the parties were excused from mediation, the date of and the person by whom such excusal was granted;

3.4 the number of witnesses to be called, reflected as follows:

(i) the number of witnesses for the plaintiff(s), including the number of expert witnesses; and

(ii) the number of witnesses for the defendant(s), including the number of expert witnesses;

3.5 the expected duration of the trial;



4. Rationale

The above requirements are intended to enable the Registrar to verify, in advance of the allocated date, if there was proper compliance with the directives of this Court and to expedite allocation of matters to Judges.

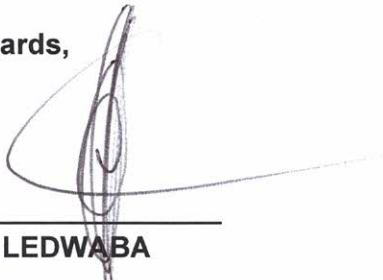
5. Non-compliance

Failure to comply with the above requirements either at all, or late, the date will automatically be forfeited, and the matter will be removed from the court roll.

6. Heads of argument

Meaningful heads of argument, where necessary (for e.g. in default Judgments application). The heads of argument should not exceed 20 pages.

Regards,



A.P LEDWABA
JUDGE PRESIDENT
GAUTENG HIGH COURTS
16 OCTOBER 2026