



CHAMBERS OF THE HONOURABLE ACTING JUDGE MATIKA
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA

Judge's Secretary: Rirhandzu Honwana | Telephone: 012 315 7538

E-mail: RiHonwana@judiciary.org.za | Office No: 1.6

DIRECTIVE FOR TRIALS/SPECIAL INTERLOCUTORY COURT PROCEEDINGS

BEFORE THE HONOURABLE JUSTICE MATIKA AJ.

TO: ALL LEGAL PRACTITIONERS:

1. All applications will be heard **VIRTUALLY**, commencing at **10:00** each day.
2. The roll will be called as follows: Postponements, removals and settlement, followed by order of seniority.
3. All papers in all matters must be loaded on case lines. If application is not loaded on case lines, it will be removed or struck off from the roll.
4. **Counsel/Instructing Attorney is advised to send an email to the writer hereof stipulating the full details of the matter they are appearing on and details of any other person that will be observing and may require access to the platform (e.g. instructing attorney/candidate attorney). Further, full names must be used when joining the meeting.**

5. A practice note must be filed setting out the following:
 - a. Particulars and contact details of the legal representatives.
 - b. Nature of the relief sought.
 - c. Service of the application should be pointed out.
6. Practice notes are to be uploaded by no later than **16h00 on full court day** before the date of set-down.
7. Kindly ensure that the Acting Judge's surname, date, case particulars and case number are correctly reflected on the draft order as follows:

Before the Honourable Justice Matika AJ

On this the (Set down date)

Number on the roll:

Heard Virtually via Microsoft Teams

8. Include the following 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 his/her secretary. The date of this Order is deemed to be the set down date.*
9. A draft order should be uploaded to case lines, in both PDF **and** Word format

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/3984059714387395?p=JgWIMjsDGjfTRH5euf>

Meeting ID: 398 405 971 438 739 5

Passcode: Ek7q7YB3

10. **KINDLY REFRAIN FROM CONTACTING THE HONORABLE ACTING JUDGE DIRECTLY, NOTES CAN BE LEFT ON CASELINES AND E-MAILS CAN BE SENT TO THE SECRETARY ON THE E-MAIL PROVIDED ABOVE.**
11. We trust that you will find the above in order.