



OFFICE OF THE DEPUTY JUDGE PRESIDENT

(HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, JOHANNESBURG)
OFFICE 1210

Telephone number: 010 494 8491
e-mail address: Secretarydjp@judiciary.org.za

NOTICE

TO:

1. Judges of the Gauteng Division, Johannesburg
2. Chief Registrar, Gauteng Division, Johannesburg
3. Secretariat – Judicial Case Flow Management, Office of the Chief Justice
4. Registrars – Gauteng Division of the High Court, Johannesburg
5. Legal Practice Council – Gauteng
6. Law Society of South Africa
7. Gauteng Family Law Forum
8. Gauteng Attorneys Association
9. Pretoria Attorneys Association
10. Johannesburg Attorneys Association
11. West Rand Attorneys Association
12. South African Black Women in Law
13. National Association of Democratic Lawyers
14. Black Lawyers Association
15. South African Women Lawyers Association
16. South African Medical Malpractice Lawyers Association
17. Personal Injury Plaintiff Lawyers Association
18. South African Medico-Legal Association
19. Office of the Director of Public Prosecutions, Pretoria and Johannesburg
20. Office of the State Attorneys, Pretoria and Johannesburg
21. Solicitor General
22. Office of the Family Advocate, Pretoria and Johannesburg
23. Legal Aid South Africa
24. Johannesburg Society of Advocates
25. Pretoria Society of Advocates
26. Gauteng Society of Advocates
27. Tshwane Society of Advocates

28. Pan African Bar Association of South Africa
29. General Council of the Bar of South Africa
30. National Bar Council of South Africa
31. South African Bar Association
32. National Forum of Advocates
33. North Gauteng Association of Advocates
34. Church Square Association of Advocates
35. Advocates for Transformation
36. Legal Division of the Department of Health: Gauteng
37. Legal Division of the Department of Sport, Arts, Culture and Recreation
38. Gauteng Department of Agriculture and Rural Development
39. Legal Services - Gauteng Provincial Department of Education
40. South African Board of Sheriffs
41. South African Sheriff Society
42. Road Accident Fund

DATE : 29 October 2025

OUR REF : DJP/36/2012/lt

RE : **NOTICE in re: INDEXING OF ELECTRONIC COURT FILES**

1. The attention of all practitioners is drawn to paragraph 7 of practice directive 1 of 2024, cited in full below.
2. Regrettably, these prescripts are routinely ignored, especially paragraph 7.1.
3. The failure to comply renders the digital file unmanageable and requires the reader to hunt for the document sought to be examined.
4. The abuse afflicts all types of cases. Although, eg, the text of the provisions does not specifically mention appeals, such cases are included.
5. In appeals, volumes of the appeal record are often uploaded, each with a separate index as part of that volume and indexed with pagination different

from caselines pagination. A judge reading the datafile is seriously disadvantaged by the noncompliance.

6. The master index in the left-hand margin of the caselines datafile must be composed to identify every document with its caselines page number. Paragraph 7.1 makes this format clear.
7. With immediate effect, the registrar has been instructed to check for compliant indexing and to refuse to enroll cases that are delinquent and to remove cases which were enrolled inadvertently which are later discovered to be delinquent.

*Dictated by the Deputy Judge President
Electronically transmitted, therefore no signature*

ROLAND SUTHERLAND
DEPUTY JUDGE PRESIDENT

REQUIRED SECTIONS

- 7.1 Upon case creation, practitioners must create sections in a format that makes it reader friendly. It must be possible to use the *automatic* index to identify every document uploaded. An additional index may be included that cross-references both CaseLines page numbers and another page number sequence; where this is done, such index must be in a single document.
- 7.2 Parties must not create separate sections for every document unless sound reasons exist to do so. Individual documents must be uploaded to the appropriate section to which the document belongs.

7.3 Heads of argument must, when referring to the uploaded documents, cross reference the bundle page number and the paragraph, where applicable.

7.4 If case law is uploaded, the automatic index must be capable of identifying the case name.

7.5 Every document uploaded must be fully legible and properly described.

7.6 Where an annexure to an affidavit or other document is uploaded it should be individually uploaded and described. It is insufficient to merely describe it as, e.g., FA 1 or R13.

7.7 The sections, unless sound reasons exist to present them differently, shall include the following:

SECTION NR	SECTION NAME	DESCRIPTION
01	Compliance statements	All compliance statements required in terms of this directive.
02	Pleadings	A full set of pleadings.
03	Pre-amended pleadings	A full set of pre-amended pleadings.
04	Formal notices	Notice of intention to defend, notice of bar, notice of intention to amend and other notices not falling into any other specific notice categories provided for in this classification.
05	Discovery notices	Notices calling for and dealing with

SECTION NR	SECTION NAME	DESCRIPTION
		the discovery of documents / production of evidence at trial. Notices in terms of rule 35, including (but not limited to) notices in terms of rule 35(3), 35(9) and 36(10).
06	Discovery affidavits	This section must include the discovery affidavit of at least the party applying for a trial date
07	Expert notices	Notices in terms of rule 36(9)(a) as well as rule 38(2) etc. without annexing any actual expert reports.
08	Expert reports	A set of the expert reports as contemplated in Uniform Rule 36(9)(b) to be uploaded with the Rule 36(9)(b) notice under cover of which the report was filed, and which reports conform to the requirements listed in <i>Par. Error! Reference source not found.</i> below.
09	Joint minutes by experts	Where more than one expert has reported on a given aspect, joint minutes of experts must identify precisely what is agreed and what is not agreed, with reasons stated why an agreement could not be achieved, especially as to whether the disagreement relates to a fact

SECTION NR	SECTION NAME	DESCRIPTION
		clinically observed or an interpretation of the facts.
10	Pre-trial notices	Notices in terms of rule 37, including pre-trial questions and responses to same where not included in pre-trial minute itself.
11	Pre-trial minutes	Signed pre-trial minutes that meaningfully addresses all the issues. Alternatively, if the parties do not agree to the minute's contents, a minute signed by the party filing the document must be filed together with an explanation why the parties cannot agree, including an explanation as to the utilization of the Special Interlocutory Court to endeavour to procure compliance and cooperation from an adversary.
12	Interlocutory applications	A separate section to be created for each special interlocutory or other interlocutory application containing all documentation for that application including its practice note, heads of argument and draft order of court. For Example-

SECTION NR	SECTION NAME	DESCRIPTION
		IA1 - Application for the appointment of curator ad litem. IA2 – Special interlocutory to compel decision on general damages. IA3 – Special interlocutory to compel response to 35(3) notice.
13	Judicial case management	Application for judicial case management (letter), Notification of judicial case management meeting, agenda, and minutes of judicial case management meetings.
14	Application(s) for trial / motion date(s)	Applicable forms for applications for trial date / motion date. This <u>does not</u> include applications for interlocutory dates.
15	Notice(s) of set down	Notice(s) of set down for trial / motion.
16	Practice notes	All required practice notes, save for those already uploaded under the section providing for interlocutory applications.
17	Notice(s) of final set down / enrolment	All notices of final set down / enrolment for the trial/ motion. Notices of final enrolment for interlocutory applications to be uploaded in the section created for

SECTION NR	SECTION NAME	DESCRIPTION
		that specific interlocutory application.
18	Trial bundle	The bundle of all documents that the parties intend to use at the trial, together with a statement as to the agreed or disputed evidential status.
19	Heads of argument and / matter chronologies	Where required the matter chronology should also be uploaded to this section.
20	Case law	
21	Draft Order(s) of court	
22	Final stamped order(s) of court	To be uploaded in chronological order and appropriately named to clearly indicate the date and nature of the order.
23	Judicial remarks	This section is for use by Judges and practitioners must not upload any documents in this section.
24	Taxation	All documents relating to the taxation process.