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14 July 2023

MEMORANDUM TO OUR MEMBERS
NEW TRIAL AND DEFAULT DATE FOLLOW UP SYSTEM
EFFECTIVE MONDAY 17 JULY 2023

Dear Members,

The High Court committee of the **Pretoria Attorneys' Association ("PAA")** has for some time now been assisting the office of the trials registrar to deal with the backlog in allocation of trial and default dates.

This was done by manually converting the content of the handwritten follow up registers at court into excel format and sorting matters per date applied for, in order that dates can be allocated more efficiently and on a "first come first served basis".

The next step in further streamlining the trial and default date allocation process will be to replace the by hand follow up registers at court with a **web based** date application confirmation form.

The system will **only apply to matters NOT ON COURT ONLINE.**

How will it work?

1. Application for **trial and default hearing** dates will be made as per the current Caselines process by uploading the necessary documents to- and inviting the relevant profile address to the matter.

Executive Committee: Tiaan Joubert (Chairperson); Dawie Bekker (Deputy Chairperson); Vijayta Rana (Secretary); Millie Shantall-Lurie (Treasurer); Manisha Maganbhai-Mooloo (Candidate Attorneys & Bursaries); Thekiso Maodi (Transformation & New Membership); Dawie de Villiers (Lower Courts); Conrad van der Vyver (Road Accident Fund); Francois Bower (Estates & Trusts); Inge Treurnich (Events); André du Plessis (CIPC & Intellectual Property); Nicolette de Witt (High Court); Gareth Shepperson (Liaison & Marketing); Donald Mokgehele (Property Law)

2. Instead of waiting for 14 days and then noting your matter details in the follow up books at court, practitioners will be requested to, **on the date on which they applied for the date** (i.e when the relevant profile address was invited on Caselines), complete a web-based form (link below) and **also at the PAA website under “forms”**.

For trial dates-

[Click here for trial date application confirmation form](#)

and

For default dates-

[Click here for default date application confirmation form](#)

3. Upon submission of the form the practitioner will receive a system generated email confirming receipt of their date application confirmation form.
4. The form data will be recorded on a spreadsheet where submissions will appear in a date and time-based chronology. “First come first served”.
5. The spreadsheet listing matter date application details will be sent to the Trials Registrar’s office once a week.
6. The Trials Registrar’s office will use the spreadsheet as source document from trial and default dates will be allocated in the same order as they appear on the spreadsheet (“first come first served”). The sheet is password protected and data cannot be moved or deleted.
7. Feedback on dates so allocated will be captured on the spreadsheet from where automated emails will again be sent in weekly batches to the person who completed the date application confirmation form.
8. The email will note the date allocated, alternatively a reference to the notes on Caselines if a date was not allocated.

Important to note:-

! This is **not** a date application system and does not link in with Caselines in any way.

! The system will **only apply to matters NOT ON COURT ONLINE**.

- ! Kindly **do not enter matters which were already entered in the follow up books** at court on the web based system. This will cause double work for the assistant registrars and will only serve to slow down the date allocation work-flow to the detriment of all concerned.
- ! The system is a **temporary solution** until all date applications can be done on court online, which we are informed has advanced date allocation, scheduling and notification capabilities built in.
- ! The system was created by the PAA **for use by and to the benefit of all firms and all practitioners**. This was and is being done in consultation with the Chief Registrar and with the approval of Deputy Judge President Ledwaba.

The advantages on this new system are: -

- ✓ The form is web based and can be completed from a smart phone and computer.
- ✓ It will no longer be necessary to physically go to court to follow up on dates.
- ✓ The 'first applied for first allocated' queuing system leaves no possibility of 'jumping the line' or bribery and corruption when it comes to date allocations.
- ✓ Not having to deal with walk in follow ups will also create capacity in the Trial Registrar's office to focus on date allocations i.e. their turnaround time from date received to date allocated will improve.
- ✓ Matters will not be 'lost' as seems to currently happen when matters remain in 'limbo' and fall through the cracks due to system flaws, which result in dates not being allocated at all.

Implementation: -

- The Chief registrar and Trials registrar approved implementation of the system from this coming **Monday 19 July 2023**.
- The follow up books on the 4th floor will remain in place for a transitional 1 week period during which firms requiring assistance with and training on the new system will be accommodated.
- Matters on which trial applications were submitted prior to the implementation of the web based system, and not yet recorded in the follow up books by the time they are removed may also be followed up making use of the web based system.

It is our sincere hope that matters recorded on the new electronic date confirmation form as from coming Monday 17 July will be processed by the Trial Registrar's office

with a turnaround time of 4 to 6 weeks, and once the backlog has been completely cleared that the turnaround time will at most be at 4 weeks.

Please send any questions regarding the system to writer via email at highcourt@ppv.co.za.

Kind regards

Nicolette de Witt

Convenor: PAA High Court committee