

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

**FROM THE CHAMBERS OF MADAM JUSTICE PN MANAMELA**

06 October 2025

TO: ALL LEGAL PRACTITIONERS

**DIRECTIVE**

**UNOPPOSED MOTIONS: 8 & 10 October 2025**

**BEFORE MADAM JUSTICE PN MANAMELA**

JUDGE’S SECRETARY: ESTHER RIKHOTSO

Email: ERikhotso@judiciary.org.za

Tel: 012 492 6877

1. All hearings will be conducted in **Open Court** at **10h00.**

(Details of the court allocated must be checked on the daily roll)

1. Parties must bring **ONE hard copy of Draft order** sought.
2. **Draft orders** must correctly indicate the Judge’s initials and name **(i.e. PN Manamela AJ)**, date on which the matter was heard, in which Court and at the end of the draft order the party must indicate the name and the contact details of their counsel and their instructing attorney.
3. **A practice note, to be filed by no later than 16h00, two days before the matter is to be heard**, stating the nature of the application, the date and the number on the roll and contact details (including email address) of the legal practitioner, must be filed on Case lines. No practice notes or other documents may be uploaded thereafter without the Judge’s leave. If it has it will not be entertained.
4. Parties must ensure that a case profile is created for their matter on case lines, and once the roll is made available to Judge, no documents may be uploaded without the express permission of the Judge, save for practice notes as per paragraph 4.
5. Introductions shall take place at **09h30** in Chamber Number **125, first floor, at the Palace Of Justice**.
6. During the open court hearing the following shall be adhered to:
   1. Counsel will call their matters in order of seniority.
   2. If a counsel is appearing in more than one matter on the roll, Counsel is to

call all the matters she/he appears in, in order to finalise counsel’s roll as expeditiously as possible and for counsel to be excused from the court.

**Kind regards,**

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| **cid:image002.jpg@01DB40AD.F913DCF0** | Ms. Esther Rikhotso  Judge’s Secretary Gauteng Division Pretoria Office: 125 Palace Building Tel No: 012 492 6877 [Email:ERikhotso@judiciary.org.za](mailto:Email%3ARVhumbane@judiciary.org.za) |