



REPUBLIC OF SOUTH AFRICA
OFFICE OF THE HONOURABLE MADAM JUSTICE KHUMALO
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA

Pretoria High Court Building, c/o Madiba & Paul Kruger Streets, Room 3.6

Tel: (012) 492 6726 E-mail: evandermerwe@judiciary.org.za

24 October 2025

Dear Advocate/Sir/Madam

UNOPPOSED MOTION COURT
BEFORE THE HONOURABLE MADAM JUSTICE KHUMALO
2025 : Term 4 : Week 4 ; 27, 29 & 31 October 2025

1. **Kindly be advised that the proceedings will be in open court.**
2. Legal Practitioner appearing are to present themselves for introduction at 09H45 in room 3.6.
3. A Practice Note comprehensively indicating the issues to be decided upon in the matter must be uploaded on Caseline as well as to be emailed to the email address below by no later than 12h00 the day before hearing. Failure to file a comprehensive Practice Note may result in the matter being removed from the roll due to papers not being in order.
4. **The Practise Note must contain detailed contacts particulars especially of the Legal Practitioner appearing** (Cell numbers and email addresses) In the event that the person instructed to appear changes an additional updated Practice Note must again be filed before proceedings start.
5. A proposed Draft Order, in word format, must be uploaded before the proceedings under a newly created section on Caseline with the heading 'Draft Order 27 or 29 or 31 Oct 2025'. Any and all attachments to the proposed Draft Order must be filed thereunder as well. The proposed Draft Order must contain the Judge's Name, correct date, correct case number and parties details as per the papers. **A hard copy of the same proposed Draft Order, and if any attachments, must be handed up in court.**



6. No further documents are to be uploaded after the cut-off time indicated in the practice manual as read with the practice directive of this court unless with the express permission of the Honourable Judge Khumalo (Ms). Non-Compliance may result in the matter being removed from the roll due to papers not being in order.
7. In matters that will not proceed, Legal Practitioner are urged to inform the Judge's Chambers as soon as possible.
8. In the event that a matter does not appear on the roll, the instructing Attorney is to prepare an affidavit on all the steps taken, as per the directive, to have had the matter enrolled. The matter will then be considered for enrolment. The filing of the affidavit must comply with the timeframes set of in paragraph 2 above. The writer hereof must also be notified per email.
9. In matters that is under the heading on the roll of "*...THE UNDERMENTIONED COURT ONLINE MATTERS WERE NOT DISPLAYING DOCUMENTS ON CASELINE*" litigants to rectify access to the documents on Caseline before the timeframes set out in paragraph 2 above by approaching the helpdesk official. The writer hereof must then be notifying that the matter have become accessible on Caseline in order to give the presiding officer access to prepare and to consider the application. If no steps are taken the matter will be removed or struck off for non-appearance.

Yours faithfully

(ELECTRONICALLY GENERATED; NOT SIGNED)

Mr E van der Merwe

Judge's Secretary

The Honourable Judge KHUMALO (Ms)

Tel No: (012) 492 6727

Cell No: 083 644 3211 (WhatsApp only)

E-mail: evandermerwe@judiciary.org.za & evandermerwe.judiciary@gmail.com