

MEMORANDUM

Date: 27 October 2025

In re: **DIRECTIVE – FAMILY COURT BEFORE ACTING JUSTICE A.J.
SCHOEMAN
3-14 NOVEMBER 2025**

The above matter refers.

1. *Kindly find hereunder the Directives, for the Family Court matters before Judge A.J. Schoeman (AJ).*
2. *All matters will be heard in open Court at 10:00. Please consult the relevant day roll for the allocated Court Room.*
3. *Introductions will take place in Room 164, in the Palace of Justice, at 09:30.*
4. *Matters will be called strictly in order of seniority.*
5. *All unopposed divorces, and unopposed “other family court motions” will be heard on the **Monday** of the week in which it has been set down for hearing.*

- 5.1 *In unopposed divorces where no minor children are involved, and where the requisite Evidence Affidavit has been deposed to and uploaded onto CaseLines, viva voce evidence is not required. These matters will be decided on paper, as if they are normal unopposed motions. Counsel will however still need to be present in Court to move for the order sought.*
- 5.2 *In unopposed divorces where minor children are involved, viva voce evidence is required without exception. Please ensure that the decorum and dress code of the Court is dutifully observed and maintained.*
6. *All urgent applications are to be heard on the **Tuesday** of the week in which it was set down. Should an urgent application be set down for a day and time other than this, parties are requested to have regard to the Judge's "widely share notes" on CaseLines as to a date and time for hearing.*
7. *Opposed Rule 43 Applications will be heard on the **Wednesday** of the week in which it was set down.*

8. *Parties are to ensure that, in all matters, a Draft Order (in duplicate) is to be handed up in Court, which is to reflect the correct case number, parties' names, roll number, annexures and name of the presiding judge.*
9. *The general Family Court Directives are to be strictly complied with (this includes the filing of Practice Notes as required) and parties are to have regard to the "widely shared notes" on CaseLines when preparing their matters.*
10. *The Court appreciates that litigants and legal representatives have exceedingly been experiencing difficulties with the CourtOnline platform in recent weeks. This ineluctably results therein that papers have not always found their way to the digital CaseLines-system, despite parties' diligent efforts. Litigants should not be punished, or prejudiced, as a result of these administrative difficulties. As such, and in order to ensure that all matters are heard, and disposed of, as effectively and expeditiously as possible, the following directives are issued:-*

10.1 Please ensure that the Registrar, Ms. Nozizwe Mhlongo (NoMhlongo@judiciary.org.za) is invited to all matters not appearing on CaseLines, or where no documents have been filed, by no later than the Thursday, preceding the week in which the matter is set

down for hearing, at 16:00, and direct an e-mail to her confirming same.

- 10.2 Please ensure that all relevant documents are manually uploaded to the digital CaseLines system under separate, easily identifiable, folders.*
- 11. In all urgent matters (opposed and unopposed), and Rule 43 applications, Practice Notes and Heads of Argument need to be uploaded to CaseLines on/before 12:00 on the Friday preceding the week in which the matter is set down, indicating the details of the legal representatives, the grounds for urgency (if applicable), the disputes to be adjudicated, the documents to be read (with reference to the CaseLines pagination) and the estimated duration of the argument.*
- 12. The allocated roll shall be widely disseminated as soon as same becomes available.*

Kindly distribute these Directives to all concerned as soon as possible.

Kind regards

Adv. Jana Schoeman

BROOKLYN ADVOCATES

C H A M B E R S



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