



**Gauteng Division of the High Court, Pretoria
Chambers of Madam Justice Teffo J**

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17 April 2026

To: All Bar Councils and All Attorneys Associations

**RE: URGENT COURT DIRECTIVE BEFORE MADAM JUSTICE TEFFO J FROM 21 TO 24
APRIL 2026**

1. Please be advised that there will be **NO Roll Call** for all urgent matters before Teffo J. The roll indicates when matters will be heard.
2. All applications must be properly issued by the Registrar seated at the General Office in the High Court Building, with the exception of applications brought outside of ordinary court hours, before Ms. Dlamini and approached for the enrolment of applications.
3. The contact number for urgent applications to be heard **out of ordinary court hours is 068 104 7107**. The number is **not to be used for general enquiries** or for any issue other than urgent applications to be heard **out of ordinary court hours. The phone will only be answered after normal court hours.**
4. Applications before Judge Teffo J will be heard in open court **at 10h00 unless stipulated differently in consultation with the parties introductions will be at 09:45 in office 3.9.**
5. Applications heard out of the ordinary court hours will be heard via Microsoft Teams at a time indicated by the Judge.
6. Due to the time constraints imposed by the nature of urgent court, no consideration will be given to documents belatedly filed, save in exceptional circumstances. **A satisfactory explanation must be incorporated in the practice note.**

7. Parties **must** ensure that all papers necessary for the urgent hearing are uploaded by no later than Monday, 20 April 2026 at 10h00.
8. In all applications a Practice Note must be filed setting out the following:
 - a. The grounds of urgency;
 - b. Nature of relief sought;
 - c. Total number of pages;
 - d. An indication which portion of the papers must be read;
 - e. The estimated duration of the matter; and
 - f. Contact details for the legal practitioners, must include both cell phone numbers and email addresses.
9. A matter **will be struck from the roll where parties have failed to file a Practice Note and a Certificate of Urgency, unless there is good cause or exceptional circumstances**. Parties must upload on CaseLines a copy of the draft order, indicating the date of hearing, Judge's name and manner of hearing (i.e. in open court).
10. Save with the leave of the Judge, no documents (save for heads of argument) may be uploaded after 10h00 on Monday 20 April 2026.
11. In all opposed applications, heads of argument of Applicant parties in each matter must be uploaded by no later than 14h00 on Sunday 19 April 2026 and Respondents to file no later than Monday, 20 April 2026 at 10h00.
12. **Practitioners are reminded of the normal Rules and practice pertaining to the bringing of urgent court applications and are urged to take note of the Memorandum to Practitioners *in re: Procedure in the Pretoria Urgent Motion Court*.**
13. Service of process in all urgent applications shall comply with the Rules of Court. Where an agreement was reached by all the representatives of all parties to vary the requirements of the Rules to facilitate a wholly electronic exchange of papers, this must be specifically stated in the practice note.
14. Where parties have settled the matter, the Judge's Secretary must be notified immediately.
15. An allocation does not mean that the matter is considered sufficiently urgent to be heard on merits. Submissions will need to be made regarding the grounds of urgency at the hearing.

Kind Regards

Thembisile Dlamini

Secretary to the Honourable Judge Teffo J