



**OFFICE OF THE HONOURABLE JUDGE COWEN  
HIGH COURT OF SOUTH AFRICA, GAUTENG DIVISION, PRETORIA**

Pretoria High Court Building, c/o Madiba and Paul Kruger Street, Pretoria, 0001  
3rd Floor, Office 3.6

---

**02 NOVEMBER 2023**

**TO: ALL LEGAL PRACTITIONERS**

**UNOPPOSED MOTIONS DIRECTIVE BEFORE JUDGE COWEN (MS)**

**7 & 9 NOVEMBER 2023**

1. Matters will be conducted in open court.
2. Introductions will take place at 9h45 in chamber 3.2.
3. Counsel must bring 2 (two) hardcopies of draft orders to court.
4. All draft orders in word and pdf format should be uploaded on Caselines. Kindly ensure that it complies with the practice directive, i.e. the Judge's name, date, mode of hearing etc. Including the below disclaimer:

*"This Order is made an Order of Court by the Judge whose name is reflected herein, duly stamped by the Registrar of the Court and is submitted electronically to the Parties/their legal representatives by email. This Order is further uploaded to the electronic file of this matter on Case Lines by the Judge or her Secretary. The date of this Order is deemed to be\_\_\_\_\_."*

5. **Draft orders must correctly reflect the number on the roll and correct case numbers.**
6. The Court will not deal with matters that were not placed timeously on the roll. If your matter was properly enrolled but does not appear on the roll the instructing Attorney is to prepare an affidavit on the steps taken, as per the directive, to enroll the matter. The matter will then be considered for enrolment.

7. Matters mentioned under the section of the roll of not displaying documents on Caselines will be removed if no steps are taken by the litigants before the timeframes set of in paragraph 8 below.
8. **Parties are to ensure that all documents inclusive of draft orders and practice notes are uploaded by no later than 10:00 am at least 1 calendar day before the date of set down. This means that for matters enrolled for Tuesday 07 November 2023, the papers must be in order by 10am on Monday 06 November 2023 and for matters enrolled for Thursday 09 November 2023, the papers must be in order by 10:00 am on Wednesday 8 November 2023.**
9. Failure to file a comprehensive Practice Note may result in the matter being removed from the roll.
10. Counsel is requested to have regard to the 'Widely Shared Note' function on Caselines as queries will be raised using this function.
11. Where matters settle or are to be removed, ensure that a note to that effect is uploaded timeously on caselines, a notice of removal is served and uploaded or and / or a draft order encapsulating the removal terms/ settlement terms is uploaded and handed up to Court.
12. Parties are enjoined to consider the order as per FirstRand Bank Limited t/a Wesbank v Davel (1229/2018) [2019] ZASCA 168 (29 November 2019) in cases concerning repossession of movables pursuant to a credit agreement.
13. In Rule 46A applications strict compliance with the service requirements in terms of that provision is required. Where same is not possible, parties are to consider the provisions of Rule 4(2) where applicable.
14. In general, where service is required, the return of service uploaded should be a copy of the original signed return of service.
15. Please allow 5 court days for signed orders to be uploaded.

Yours faithfully,

**(ELECTRONICALLY GENERATED: NOT SIGNED)**

Ms T Mpuru Registrar to Judge Cowen

Office 3.6.

Tel: 012 492 6726 / E-mail: [Ttmpuru@judiciary.org.za](mailto:Tmpuru@judiciary.org.za)

