

6. Admissions¹

- (1) During term all applications for admission and enrolment as an advocate, attorney, notary and conveyancer will be heard by two judges on the first Friday of every month, unless the Judge President, on prior request and for good reason, orders otherwise.²
 - (2) The presiding judge will deliver a short address at the commencement of proceedings.
 - (3) In order to minimise disruptions and to enhance the dignity of the occasion, all persons attending the proceedings (including practitioners appearing for applicants) will be requested to remain in court until the roll has been completed.
 - (4) Whenever the number of applications set down for a particular day justify doing so, the roll will be split and will be dealt with separately during a morning and afternoon session.
7. All other matters shall be heard on any other day during term unless otherwise directed by the Judge President;³ provided that no new opposed matters are to be set down for hearing in the last week of any term without leave of the Judge President.⁴
8. Once the hearing of any matter has commenced and the presiding judge is available, such matter shall, save in exceptional circumstances, continue until it is concluded; provided that matters that are not completed during the second last week of any term shall not automatically continue during the last week of term without the leave of the presiding judge.⁵ In this regard, the convenience of counsel shall not be regarded as an exceptional circumstance.⁶
9. During **court recesses**—
- (1) all unopposed matters (except divorce actions) shall be heard on TUESDAYS in Third Division;
 - (2) all unopposed divorce actions, as well as applications in terms of Rule 43 (opposed and unopposed), shall be heard on WEDNESDAYS in the Third Division;
 - (3) all Notices of Set Down for matters in Third Division shall be filed before 12h00 on the preceding FRIDAY;
 - (4) urgent and/or opposed matters shall be heard at such times as the senior duty judge may determine;
 - (5) in special circumstances, any other matters may be heard on such dates as the Judge President may direct;
- provided that during the period between Christmas and New Year no court shall sit, save where circumstances otherwise require.
10. Circuit courts shall be held on the dates and at the venues determined by the Judge President from time to time.⁷

¹ PN 24.

² CN 21.

³ CN 2.2.

⁴ CN 8.6 (modified).

⁵ CN 8.7.

⁶ CN 6.1 & 6.2.

⁷ Cf Old Cape Rule 3(7).

B. DOCUMENTS AND PLEADINGS

11. All documents filed with the Registrar—
 - (1) shall be typed and printed in black ink on white paper of A4 size in double spacing on one side of the paper only with a font size not less than 12 point; provided that the court may, in its discretion, relax these requirements where a litigant appears in person or where circumstances require;¹
 - (2) shall have a margin of at least 35mm, which serves as a binding space and shall not be used for notes, signature, initials, stamps, etc; provided that where a document which is to be used as an exhibit, is not of A4 size or does not have a margin of 35mm or more, it should, where possible, be gummed to paper of A4 size;²
 - (3) shall bear in the left-hand lower corner of the first page of such document the name, telephone number and (where available) the e-mail address of the legal representative filing such documents.³ Where a litigant acts in person, the relevant details of such litigant shall likewise appear.
12. The Registrar's office may refuse to accept any document which does not comply with these requirements.⁴
13. Whenever due to urgency it is not possible timeously to file an original document with the Registrar or to hand it in from the Bar, a copy thereof (including a facsimile copy) may be filed or handed in provided that—
 - (1) such a copy shall be clear, clean, fully legible, on paper of good quality and of A4 standard size;
 - (2) the original document shall be placed in the relevant file as soon thereafter as possible.⁵

C. MOTION COURT AND 'FAST LANE'

14. The Judge President will allocate two duty judges to Motion Court (*Third Division*) each week of the year, starting at 17h00 on each Friday, including court recesses.⁶
15. Enquiries as to which judge is on duty after court hours each day and during weekends must be directed only to the registrar on duty.⁷
16. One of the judges will hear all unopposed matters as well as opposed Rule 43 applications in Third Division.⁸
17. The other duty judge, presiding in what is known as the '*Fast Lane*' Court, will deal with the following matters:⁹
 - (1) all unopposed urgent applications brought under Rule 6(12) not on the ordinary Third Division roll;
 - (2) all opposed matters (and all matters becoming opposed) on the Third Division roll;

¹ CN 3(3) (as modified).

² CN 3(1), 3(4).

³ CN 4 (as modified).

⁴ CN 4.

⁵ PN 11.

⁶ CN 12.1.

⁷ CN 12.5.

⁸ CN 12.2, 12.6.

⁹ PN 1.