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PROTOCOL RE: THE ISSUING OF WARRANTS OF EXECUTION AND SUBPOENAS IN THE HIGH COURTS OF THE GAUTENG DIVISION

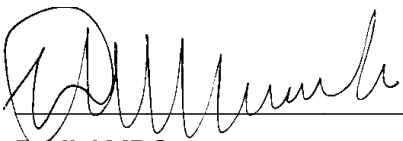
This protocol is issued to make provision for the issuing of warrants of execution and subpoenas in both High Courts of the Gauteng Division for the duration of the covid-19 pandemic.

The following procedure sets out the manner and circumstances in which these documents will be issued by the Registrar of each Court:

1. Warrants and subpoenas may be submitted for issuing on Mondays and Tuesdays between 09:00 and 13:00.
2. A limit of 40 warrants of execution and/or subpoenas per firm will apply per day on which submission may take place.
3. The Registrar at each Court shall make separate Deposit Boxes available for litigants to deliver requests for warrants of execution and subpoenas to be issued. A register for warrants and subpoenas shall be available at the deposit box. All warrants and subpoenas must be recorded in the register by the person delivering it.
4. The documents must be contained in a sealed envelope marked clearly with either WARRANTS or SUBPOENAS and the name of the firm submitting them.



5. A covering letter which contains the name and email address of the responsible person who must be notified that the documents are ready for collection must be included with each submission.
6. Issued warrants and/or subpoenas may be collected on Thursdays and Fridays between 09:00 and 13:00 from separate collections boxes for collection after the responsible person has been notified by email that they are ready for collection.
7. Requests for warrants of execution must be accompanied by a signed and stamped court order and/or a signed and stamped taxed bill if for costs.
8. Warrants of execution against organs of State must be accompanied with proof of compliance with the State Liability Act in addition to the requirements set out in Paragraph 7 above.
9. *Subpoenas duces tecum* must make available an electronic email address to which the documents or material in question can be delivered to the applicant.
10. *Subpoena ad testificandum* must be accompanied by proof that the matter will be dealt with in person at the court and the details of the relevant Judge who will be presiding over the matter.



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**JUDGE PRESIDENT OF THE GAUTENG DIVISION OF THE
HIGH COURT OF SOUTH AFRICA**

