

CHAPTER 14 JUDGES' CLERKS

1. The duties of judges' clerks are set out in a manual which is made available to each judge's clerk on his or her appointment.
2. The judges' clerks must familiarise themselves with their functions as set out in the practice manual.
3. Court orders must be carefully and correctly noted by the judges' clerks on the court file. If a draft order is made an order of court, judges' clerks must staple the draft order onto the inside of the front cover of the court file. If the draft order provides for the postponement of the matter or for the extension of a rule nisi, the date to which the matter is postponed or the extended return date must be noted on the court file.
4. If a judge has marked a judgment as reportable the judge's clerk must hand a printed copy and an electronic copy of the judgment to the head librarian. The head librarian will arrange for the reporting of the judgment. The indication on the judgment that it is reportable must be signed in original on the copy of the judgment handed to the head librarian.
5. If a judge has marked a judgment as being of interest to other judges, a printed copy thereof bearing such indication signed by the judge in original must be handed by the judge's secretary to the head librarian. The head librarian will arrange for the distribution of the judgment to the judges of the division.
6. The judges' clerk must hand a copy of every printed and signed judgment of his/her judge to the head librarian who shall compile and retain an electronic collection of all judgments delivered in the South Gauteng High Court (Johannesburg), once such judgments have been printed and signed by the judges.
7. When a judge is sitting in the trial court and a matter has been allocated to the judge, the relevant judge's clerk must notify the clerk of the Deputy Judge President by e-mail -
 - 7.4 immediately after the hearing of the matter has been concluded;
 - 7.5 whilst the matter continues, on adjournment each afternoon, that the matter will continue the next morning;
 - 7.6 the estimated further duration of the matter.

The e-mail must also contain the name of the judge hearing the matter, the parties' names and the case number.