

CHAPTER 15 OPENING OF COURT FILES

1. Papers which commence a proceeding (including an appeal and a rule 43 application) must be accompanied by an “opening sheet” which will facilitate the registration of the proceedings by the registrar of the court. The “opening sheet” must follow the format of annexure “ ” hereto and must contain the information required thereto.
2. If the parties or any one of them in the proceedings is a natural person, the parties’ surnames must precede the parties’ given names in the opening sheet and in all subsequent pleadings, affidavits and documents relating to the proceedings.
3. Each proceeding is allocated a distinctive case number by the registrar in all proceedings. Except for appeals, the distinctive number follows the reference to the year in which the proceeding was registered (eg 2008/7235). In appeals the procedure is reversed and the distinctive number precedes the reference to the year in which the proceeding was registered (eg. 2008/7235).
4. An application for leave to appeal retains the case number of the matter in which leave to appeal is sought.