

## CHAPTER 17 USHERS

1. The standards that are expected of ushers in the performance of their court duties as described in that job description are set out hereunder.
2. While in attendance in court, ushers should be neatly and appropriately dressed. The appropriate dress code is the following:
  - 2.1 Male ushers should be dressed in shoes, socks, dark long trousers, white shirt with buttoned collar, and a sober tie.
  - 2.2 Female ushers should be dressed in shoes, dark skirt or long trousers, and a white, collared blouse.
  - 2.3 All ushers are required to wear a black gown which must be in a proper state of repair. Gowns are issued by the registrar, and each usher is responsible to ensure that the gown remains in his possession, and is properly cared for. If a gown is lost, the usher concerned will be responsible for the cost of replacement. If a gown becomes unduly worn, it must be returned to the registrar, and will be replaced.
3. Ushers must adhere to the duty roster issued by the registrar unless a departure from the roster has been arranged with the chief registrar. A copy of the roster for the week will be circulated to all judges at the commencement of the working week.
4. The working hours of ushers are from 8h00 am to 4h15 pm, and they should make their transport arrangements accordingly. Working hours may not be altered without prior arrangement with the chief usher and the judge concerned.
5. An usher will present himself or herself at the chambers of the judge to whom he or she has been allocated at 09h30 am each day in order to determine what may be required of him or her in order to ensure that the court commences at 10h00 am. The usher will thereafter attend the court concerned. Once the court is ready to convene he or she will report at the chambers of the judge concerned in sufficient time to enable the court to convene at 10h00 am. If a court is not ready to convene by 10h00 am the usher will immediately report the fact to the judge concerned.
6. Ushers will remain in court, and will remain alert, throughout the court session.
7. An usher who has been allocated to perform duties in two courts must inform the clerks of both judges accordingly. If the usher is performing duties in a trial court and in an appeal court, the usher is required to remain in attendance at the trial court, unless specific arrangements to the contrary have been made by the judges concerned, and conveyed to the usher.
8. If the court session has not been completed by 3h55 pm, the usher may leave the court at that time in order to complete his or her other duties before the end of the working day.

9. Ushers must at all times conduct themselves in a manner which enhances the dignity of the court which they serve. Ushers are also entitled to be treated with due dignity by clerks and judges alike. Any complaint that an usher might have in that regard should be reported to the chief usher, who will deal with the matter accordingly.