

9.16 PRACTICE NOTE

1. Counsel for each party in a motion which appears on the opposed roll is to deposit a practice note in the designated box, not later than 13h00 on the preceding Thursday, if a hearing on the following Monday is envisaged, by not later than 13h00 on the Friday if a hearing on Tuesday is envisaged and by not later than 13h00 on the Monday in all other cases.
2. The practice note shall set out -
 - 2.1. the name of the parties, the case number and its number on the roll;
 - 2.2. the names and telephone numbers of all counsel in the motion;
 - 2.3. the nature of the motion;
 - 2.4. an indication of the issues to be determined in the application;
 - 2.5. the relief sought at the hearing by the party on whose behalf counsel completing the practice note appear;
 - 2.6. an estimate of the probable duration of the motion;
 - 2.7. if the matter is urgent and if so motivate the urgency;
 - 2.8. whether or not the papers need to be read and, if so, which portions thereof.
3. In the absence of a practice note from the applicant, a motion appearing on the opposed roll will not be dealt with other than for removal from the roll, save in the event of respondent's counsel advancing considerations which are sufficient to persuade the presiding judge to hear the application.
4. A practice note must be deposited as set out in 1 above on each occasion the motion appears on the opposed roll.
5. Concise heads of argument (see 9.8 above) are to be attached to the practice note at the time of depositing thereof.
6. When the day on which the practice note and concise heads are to be deposited falls on a public holiday, such documents shall be deposited on the preceding business day.