

## 9.9 ENROLMENT

1. The motion court roll for a particular week closes at 12h00 on the Thursday preceding the week. If the Thursday is a public holiday the roll closes one day earlier.
2. In order to enrol a matter in the motion court, the form referred to as J118, must be properly completed. A specimen J118 form is annexed hereto marked "A". The J118 must not be altered in any respect.
3. When completing the J118 particular attention must be given to the indication of whether the matter is opposed or unopposed and the designation of the type of matter. If the matter does not fall within any of the type of matters set out on the J118, the designation "O" for other must be utilised. In addition to inserting an "O" alongside "Case type (see OPTIONS)", the type of the matter must be set out in the open block under the heading "(OPTIONS)".
4. If at the time of enrolment it is known that the matter is not proceeding on its merits, the J118 must be endorsed with the words "NOT PROCEEDING ON MERITS" in the block alongside "U" (unopposed) / (opposed)".
5. If the J118 is utilised to enrol an application for default judgment, the following must appear in a document attached to the J118:
  - 5.1 The date of service of the summons.
  - 5.2 The dies induciae allowed in the summons.
  - 5.3 The date when the dies induciae lapsed.
  - 5.4 A statement that no notice of intention to defend was given.
  - 5.5 The precise relief sought.
6. If the J118 is utilised to enrol an application for summary judgment, the following information must appear in a document attached to the J118:
  - 6.1 The date of delivery of the notice of intention to defend.
  - 6.2 The date on which the application for summary judgment was delivered.
  - 6.3 If applicable, a statement that no opposing affidavit was filed.
  - 6.4 The precise relief sought.
7. If the J118 is utilised to enrol an action for provisional sentence, the following information must appear in a document attached to the J118:
  - 7.1 The date of service of the provisional sentence summons.
  - 7.2 A statement that no opposing affidavit was filed.
  - 7.3 The precise relief sought.

8. If the J118 is utilised to enrol an application in which notice of intention to oppose was given but no answering affidavit was filed, the following information must appear in a document attached to the J118:
  - 8.1 The date on which notice of intention to oppose was given.
  - 8.2 The date by which the answering affidavit had to be filed.
  - 8.3 A statement that no answering affidavit was filed.
  
9. If the J118 is utilised to enrol any other unopposed application, except an ex parte application, the following information must appear in a document attached to the J118:
  - 9.1 The date of service of the application.
  - 9.2 The date by when notice of intention to oppose was to be given.
  - 9.3 A statement that no notice of intention to oppose was given.
  
10. It is emphasised that the J118 must be utilised to enrol the matter irrespective of any notice of set down or notice of motion that may have been utilised in the matter. Any such notice of set down or notice of motion must indicate that the matter will be heard at 9h30 or so soon thereafter as the matter may be heard.