



**OFFICE OF THE CHIEF JUSTICE
KWA-ZULU NATAL LOCAL DIVISION, DURBAN**

NOTICE TO ALL PARTIES REGARDING THE REQUESTING OF FILES

To: All Litigants, Legal Representatives and members of the public.

GENERAL FILE REQUESTS:

Please note that requests for court files for the years 2012 to 2020 have to be made one day in advance of requiring access to the court file. The request can be made via email to KRaleke@judiciary.org.za, MelNaidoo@judiciary.org.za and BSaleh@judiciary.org.za, kindly quote all email addresses on your request. The request to peruse the file must be sent **strictly one day in advance** and the reason for request must be specified.

The request via e-mail will close at 02:00pm daily.

The files requested for the day will be available the following day at the indexing and pagination room and will be returned to the filing system at the end of the day. A new request for the file will have to be made thereafter.

Requests for court files for the years 2021 to 2022 can be made at the General Office over the counter.

FILE REQUESTS FOR MATTERS SET DOWN:

Requests for court files where the matter is set down or handed to a clerk/registrar for processing, needs to be sent to that relevant clerk/registrar, as these files remain with the relevant section until the application date.

As such, file requests that have been set down or placed in the sections mentioned below need to be requested from the following officials:

1. Matters set down on the **opposed roll and for trial**: Mrs. Thobile Mtolo (Office No. 120) Email: TMtolo@judiciary.org.za
2. Matters set down on the **unopposed roll** (only if the file has been handed to the motion roll clerk or has been adjourned to a specific date): Mr. Sphamandla Mdluli (Office No.124) Email: SiMdluli@judiciary.org.za
3. Matters adjourned for placement on the **expedited trial roll**: Mrs. Refiloe Hlongwane (Office No. 133) Email: RHlongwane@judiciary.org.za
4. Matters set down for **case flow management**: Mr. Xolani Zulu (Office No.154) Email: XZulu@judiciary.org.za

We kindly request your cooperation with the above.

REGISTRAR'S OFFICE, KZN LOCAL DIVISION, DURBAN