



REPUBLIC OF NAMIBIA

HIGH COURT OF NAMIBIA

Date: 31 March 2020

OPERATIONAL INSTRUCTIONS FOR THE HIGH COURT OF NAMIBIA FOR THE DURATION OF LOCKDOWN IN THE STATE OF EMERGENCY DECLARED IN TERMS OF ARTICLE 26 OF THE CONSTITUTION

1. INTRODUCTION

- 1.1. The Hon. Judge President hereby directs that the following Operational Instructions is to replace the directive issued on 18 March 2020 under the heading “Roadmap for the High Court of Namibia whilst the State of Emergency declared in terms of Article 26 of the Constitution persist – Covid 19 Pandemic”.
- 1.2. This “Operational Instructions for the High Court of Namibia for the duration of Lockdown in the State of Emergency Declared in terms of Article 26 of the Constitution” will come into force the moment when the “Lockdown” declared by the President commences and will continue until the Lockdown comes to an end or any such extended period.
- 1.3. This Operational Instructions incorporate the Directive issued by the Chief Justice insofar as it applies to the extension, suspension and relaxation of court procedure and/or time lines in the High Court, Labour Court, Admiralty Court and the Electoral Court. The directives applicable to the High Court, Labour Court, Admiralty Court and the Electoral Court are for the sake of completeness included in this document.
- 1.4. This Operational Instructions apply to the High Court of Namibia, inclusive of both the Main Division and the Northern Local Division.
- 1.5. The High Court, Labour Court, Admiralty Court and the Electoral Court is not in total Lockdown, but all functions and duties will be performed in accordance with this Operational Instructions.

2. OFFICE HOURS AND SERVICES TO BE RENDERED BY THE REGISTRY DURING THE LOCKDOWN PERIOD AS DECLARED

2.1. The official court hours and services to be rendered in the High Court, Labour Court, Admiralty Court and the Electoral Court has been relaxed to the following:

2.1.1. The Registry of the High Court, Labour Court, Admiralty Court and the Electoral Court will be open for litigants, practitioners and the public on week days, excluding public holidays, between the hours 9h00 and 11h30 with functions to be performed during these hours restricted to the following:

2.1.1.1. Rendering service to litigants in person on the eJustice case management and document filing system, provided that such service will be restricted to –

2.1.1.1.1. urgent applications brought in the High Court, where the hearing date is on a day and time during the existence of “Lockdown”;

2.1.1.1.2. urgent applications brought in the Labour Court, where the hearing date is on a day and time during the existence of “Lockdown”; and

2.1.1.1.3. appeals against the refusal of bail.

2.1.1.2. Receiving and processing of documents filed in any –

2.1.1.2.1. Urgent application brought in the Electoral Court;

2.1.1.2.2. the Admiralty Court;

2.1.1.2.3. Bail applications;

2.1.1.2.4. Appeals against the refusal of bail.

2.1.1.3. Receiving money in respect of –

2.1.1.3.1. Bail payments;

2.1.1.3.2. Court fee top-ups by legal practitioners on the eJustice system; and

2.1.1.3.3. Security in respect of an urgent application brought in the Electoral Court.

2.1.1.4. Payment of witness fees to any witnesses who appeared in court during the period of “Lockdown”;

2.1.1.5. Publication of the day roll.

2.1.2. The Registry of the High Court, Labour Court, Admiralty Court and the Electoral Court will be on standby to render the following services, on request, on weekdays, excluding public holidays, during the hours 11h30 – 13h00 and 14h00 – 16h00:

2.1.2.1. Receive and process any notice, affidavit, document or process in an urgent application to be brought or pending, provided that such urgent application is set down or is to be set down for a date and time during “ Lockdown”;

2.1.2.2. Receive and process any notice, request, document or process in a bail application to be brought or pending, provided that such bail application is to be heard on a date and time during “ Lockdown”;

2.1.2.3. Receive and process any notice, request, document or process in an appeal against the refusal of bail to be brought or pending, provided that such appeal -

2.1.2.3.1. has been set down for hearing on a date and time during Lockdown;

2.1.2.3.2. bail has been refused on a date not more than 15 court days prior to the commencement of “Lockdown” or

2.1.2.3.3. bail has been refused at any time during “Lockdown”.

2.1.3. The Registry of the High Court, Labour Court, Admiralty Court and the Electoral Court will be on standby to receive and issue any notice and supporting documents initiating an urgent application to be heard on weekdays during the hours 16h00 until 9h00 the next day and all hours on Saturdays, Sundays and Public Holidays.

2.2. Staff members will continue to render the following services from home and practitioners are invited to continue their day to day work on the eJustice system:

2.2.1. Issuing of process on eJustice;

2.2.2. Preparation of Bench Memorandums on eJustice for matters set down on the Residual Court Roll;

2.2.3. Preparation of Draft Orders on eJustice;

2.2.4. Signing of court eJustice Orders;

2.2.5. Research for purpose of Judgments and Rulings;

2.2.6. Allocation of managing judges;

2.2.7. Compilation of the day roll;

2.2.8. Upkeep of court statistics, registers, rolls and reports.

2.3. Any person entering the court building during Lockdown, including staff members and judges on duty, litigants, practitioners and the public in general must first report to the Registrar on duty and complete Annexure “A”;

2.4. Movement of staff members and judges on duty, litigants, practitioners and the public in general attending to the registry or court is restricted to the following areas:

2.4.1. Entrance of the building;

2.4.2. The way towards the area provided to render registry service during Lockdown;

2.4.3. The way towards the court room, if such person is to attend court proceedings;

2.4.4. The court room and in the case of a judge, his or her chambers.

3. DUTY GROUPS

3.1. The Registrar must identify judges and support staff who will perform duty during Lockdown;

3.2. The Registrar must, when identifying judges and support staff for purpose of performing duty during Lockdown exclude persons who:

- 3.2.1. Are single parents with children of 5 years and younger;
- 3.2.2. Who are suffering from any illness which may put their lives at risk in the event of contracting the corona virus;
- 3.2.3. Who has children younger than 18 years suffering from any illness which may put their lives at risk in the event of contracting the corona virus;
- 3.2.4. Any person who's service is not essential to the services performed at the court during Lockdown.
- 3.3. Each 1st call duty group must have an alternative 2nd call duty group. The purpose of the 2nd call duty group is to replace the 1st call duty group in the event of any one or more of the 1st call duty group members being put in isolation or quarantine.
- 3.4. Duty groups must be identified to perform the following duties:
 - 3.4.1. Morning duty;
 - 3.4.2. Afternoon duty; and
 - 3.4.3. After hours duty.
- 3.5. Duty groups in the Main Division will consist of the following members:

Morning Duty	Afternoon Duty	After Hours Duty
Judge: Criminal Stream Judge: Civil Stream 4 x Assistant Registrars, 2 of which must have authorization to receive and pay money 1 x Administrative officer 1 x Interpreter	Judge: Criminal Stream Judge: Civil Stream 4 x Assistant Registrars, 2 of which have authorization to receive and pay money 1 x Administrative officer 1 x Interpreter	Judge: Civil Stream 1 x Assistant Registrar

Duty groups in the Northern Local Division will consist of the following members:

Morning Duty	Afternoon Duty	After Hours Duty
1 x Judge 2 x Deputy or Assistant Registrars, who must have authorization to receive and pay money 1 x Interpreter	1 x Judge 2 x Deputy or Assistant Registrars, who must have authorization to receive and pay money 1 x Interpreter	1 x Judge 1 x Assistant Registrar

The Registrar must assist with transport arrangements for staff members who do not have their own vehicles.

4. ORDERS TO BE MADE IN CRIMINAL CASES¹

- 4.1. The following relaxations directed and gazetted by the Hon. Chief Justice, will apply to all criminal cases in all courts of law, excluding 1st appearances in the Magistrate's Court:

¹ See Annexure "B" for administrative arrangements

- 4.1.1. The set down date of all cases set down during the period of lock down is to be anticipated and postponed to a date as mentioned in the Schedule and the applicable order dealing with the status of the accused must correspond.
- 4.1.2. No accused person, irrespective of his or her status, is required to attend any court proceedings during the period of lock down, provided that the following are excluded
- 4.1.2.1. Accused persons brought to court as a 1st appearance in the Magistrate’s Court
- 4.1.2.2. Accused persons bringing a bail application;
- 4.1.2.3. Accused person who is the appellant in an appeal against the refusal of bail;
- 4.1.3. No witness subpoenaed or warned to be in any court of law on a date during the lock down period is required to attend any court proceedings during such period.
- 4.2. The schedule referred to in paragraph 4.1.1 hereinbefore provides for the following postponement dates in criminal cases in the High Court , excluding criminal appeal cases, irrespective whether such matter is set down for:
- 4.2.1. Case Management;
- 4.2.2. Plea;
- 4.2.3. Trial;
- 4.2.4. Continuation of trial, including submissions;
- 4.2.5. Ruling or Judgment, including sentence;
- 4.2.6. Trial-within-a-trial;
- 4.2.7. Any application ancillary to the main case, including an application for recusal; or
- 4.2.8. Leave to Appeal to the Supreme Court.

Set Down Type	Date to be postponed to
Criminal Mentions	14 May 2020
Criminal Pre-Trial	22 April 2020
Judgment or Ruling	23 April 2020
Plea	*** 24 April 2020
Trial	*** 24 April 2020
Continuation of trial, including submissions	*** 24 April 2020
Ruling and Judgments, including sentence	*** 24 April 2020
Trial-within-a-trial	*** 24 April 2020
Any application ancillary to the main case	*** 24 April 2020
Leave to appeal to the Supreme Court	*** 24 April 2020
<i>*** Appearance for purpose of determining and allocation of a new date</i>	

5. ORDERS TO BE MADE FROM HOME²

- 5.1. Any matter on the court roll which requires a postponement must be postponed to the roll indicated hereinafter and to a date after the expiry of the “Lockdown” period, provided that any case which is not on eJustice must be postponed to a date not less than 15 court days after the expiry of the “Lockdown” period;

² See Annexure “B” for administrative arrangements

- 5.2. Judges must, if satisfied that the papers are in order and if no further argument or clarification is required, proceed to issue appropriate orders in all electronic cases;
- 5.3. where the papers are not in order, or which require argument or clarification must be postponed to :

Set Down Type	Roll to be postponed to
Judgment or Ruling: Other than criminal case, but including criminal appeals	Roll of judge seized with the matter
Appeal Hearing, including civil, labour and criminal	For hearing on the roll of judge(s) seized with the matter
Part Heard Civil and Labour matter	JCM roll of judge seized with the matter for allocation of new dates
Action Floating or Fixed Roll matter	Managing judges' JCM roll for allocation of new dates
Civil / Labour application or review hearing	Managing judges' JCM roll for allocation of new dates
JCM Roll	Managing judges' JCM roll
Residual Court Roll	Applicable Residual Court Roll
Admiralty Court hearing	Managing judges' JCM roll for allocation of new dates

6. ORDERS TO BE MADE IN COURT BY THE APPLICABLE MORNING DUTY JUDGE:

- 6.1. Criminal matters court orders not previously made in terms of paragraph 4 herein before:
- 6.1.1. Orders will be made from chambers in the absence of the accused person(s), witness(es), legal practitioner(s) or any other party, provided that the provisions of paragraph 4 will apply.
- 6.2. Bail applications and Appeals against the refusal of bail will appear in court:
- 6.2.1. Appearances will be subject to the directions provided under the heading Appearances in Court.
- 6.3. Urgent Applications will appear in court:
- 6.3.1. Appearances will be subject to the directions provided under the heading Appearances in Court.

7. APPEARANCES AND ATTENDANCE AT COURT

- 7.1. Appearances in court are restricted to:
- 7.1.1. A & B Court in the Main Division; and

7.1.2. Omwandi Court room in the Northern Local Division

7.2. Attendance of any court proceeding are limited to 10 persons.

7.3. The persons allowed to attend court are limited to:

7.3.1.1. The Presiding Judge;

7.3.1.2. Registrar, Deputy Registrar or Assistant Registrar;

7.3.1.3. Interpreter, if required;

7.3.1.4. Court Orderly;

7.3.1.5. Legal practitioners appearing on behalf of the litigants, if represented;

7.3.1.6. The parties themselves if such parties are unrepresented; and

7.3.1.7. Members of the media, limited to 3 persons,

provided that the presiding officer may, if the people inside the courtroom will exceed 10 persons, exclude any person whose presence is not necessary or give alternative directions.

7.4. The Registrar, Deputy Registrar or Assistant Registrar attending to court will be tasked to attend to the audio recording of the proceedings.

7.5. All persons entering the court building, including court officials and the judge must complete Annexure "A" and hand it to the Registrar on duty.

7.6. The registrar will keep a file for safekeeping of all Annexure "A" forms completed, sorted according to date.

7.7. Attendees at the proceedings must at all times

7.7.1. avoid person-to-person contact;

7.7.2. maintain social distancing and

7.7.3. attend to disinfecting all surface areas which they may come into contact with as well as their hands. Disinfectant and paper towels will be made available in court.

It is recommended that at least one chair be left open between any two persons seated next to one another.

7.8. Protective face masks and gloves may be worn freely when attending court proceedings.

7.9. With the exception of a litigant in person bringing an urgent application, none of the following persons will be allowed to attend court proceedings:

7.9.1. Any person who entered Namibia from any place outside the borders of Namibia, including any of our neighbouring countries, during the past 21 days;

7.9.2. Any person who has been in contact with any persons who tested positive for the Covid-19;

7.9.3. Any person who has been in contact with any person(s) who has been exposed to or has been in contact with a person who tested positive for the Covid-19 virus, if known;

7.9.4. Any person who was in self isolation or quarantine during the past 3 weeks;

7.9.5. Any person who has been in contact with a person who travelled from any country listed on the list of countries with Covid-19 infected patients; or

7.9.6. Any person who is suffering from any one or more of the following symptoms:

7.9.6.1. Fever;

7.9.6.2. Difficulty in breathing;

7.9.6.3. Cough;

7.9.6.4. Running nose;

7.9.6.5. Headache persisting for one or more hours; and/or

7.9.6.6. Muscle ache.

7.10. The registrar attending to the court proceedings must be informed if any of the conditions stated in 7.9 applies to any person in attendance of the proceedings.

7.11. In the event of a report being made to the registrar in terms of paragraph 7.9.1 – 7.9.5 hereinbefore, the registrar must immediately –

7.11.1. Reduce the information of the person making the report and the information provided in terms of paragraph 7.9.1 – 7.9.5 to writing and attach such report to the **a copy** of the completed Annexure “A”;

7.11.2. Inform the Presiding officer of such report;

7.12. Documents referred to in terms of paragraph 7.11 must be handed to the highest administrative authority present at court who will immediately forward the documents to Executive Director of the Office of the Judiciary;

7.13. The Administrative officer or interpreter on duty must ensure that all bathrooms in use, court rooms and the registry are disinfected daily, and make available at the entrance of the court, inside the court rooms in use and at the registry additional disinfectant and paper towels for regular sanitising of hands and surface areas.

8. SUSPENSION OF TIME PERIODS, COURT PROCESS AND/OR ACTIONS

The Hon. Chief Justice has under the authority delegated to him by the President directed that the entire period of lockdown shall not be included in the computation of any time-bar and/or prescription period provided for by law, inclusive of the first and the last day of the lockdown, including but not limited to:

(a) Any prescription period provided for in the Prescription Act, 1969 (Act No. 68 of 1969);

(b) any time periods and/or time limits provided for in the limitation of legal proceedings as provided by any law relating to initiation of proceedings, including but not limited to a claim, complaint, action, application, review or appeal, provided that a criminal charge as a consequence of an arrest is excluded;

(c) any period provided for by any law for entering an appearance to defend or opposition of any initiating proceeding as contemplated in paragraph (b), including but not limited to a claim,

complaint, summons, application, review or appeal, provided that this directive will not apply to opposition to any of the following:

- (i) applications brought as urgent applications in terms of the rules of the court;
- (ii) bail applications;
- (iii) appeals against the refusal of bail;
- (iv) domestic violence matters; and
- (v) any case involving children issues.

(d) any time period(s) allowed for by law or by order of court for the filing, service and/or delivery of any process, which includes pleadings, affidavits, notices, and/or any other court document in any pending court proceeding, provided that this subparagraph (4) will not apply to any of the following:

- (i) applications brought as urgent applications in terms of the rules of the applicable court;
- (ii) bail applications;
- (iii) appeals against the refusal of bail;
- (iv) domestic violence matters; and
- (v) any case involving children issues.

(e) any procedural action to be taken or performed in terms of any law or by order of court, in any case before a court of law;

(f) execution of any writ and/or warrant in respect of incorporeal property, liens, real rights, debt held by garnishee, movables and immovable property and any action related thereto, which Suspension will include and relate to -

- (i) the issue of writs and/or warrants;
- (ii) attachment;
- (iii) removal; and
- (iv) sale of any such property and/or right;

(g) alternative dispute resolution ordered in terms of the Rules of the High Court; and

(h) receiving and processing any request for authentication or legalisation of documents, including an Apostille issued in terms of the Hague Convention;

(i) the hearing or court attendance of any court case other than the hearing or court attendance in any of the following -

- (i) first court appearance in a criminal case;
- (ii) a bail application;
- (iii) an appeal against the refusal of bail;
- (iv) any urgent application brought in any civil, labour, electoral or admiralty case;
- (v) domestic violence matters; and

(vi) any case involving children issues.

(j) delivery of any judgment or ruling other than a judgment or ruling in –

(i) a bail application;

(ii) an appeal against the refusal of bail;

(iii) any urgent application brought in any civil, labour, electoral or admiralty case;

(iv) domestic violence matters; or

(v) a case involving children issues.

(k) service of any court process, pleading or document by the Sheriff, Deputy Sheriff or the Appointed assistant to Deputy Sheriff of the High Court, the Messenger of Court or his or her appointed assistant, other than service of court process, pleading or document in any of the following:

(i) a bail application;

(ii) an appeal against the refusal of bail;

(iii) any urgent application brought in any civil, labour, electoral or admiralty case;

(iv) domestic violence matters; or

(v) a case involving children issues.

(l) solemnisation of marriages in terms of the Marriages Act, 1969 (Act No. 25 of 1969);

(m) applications for liquor licences or renewal thereof and appeals in terms of the Liquor Act, 1998 (Act No. 6 of 1998).

9. IDENTITY AND CONTACT NUMBERS OF DUTY GROUPS

9.1. Main Division

Morning Duty: 1st Call	Name & Surname	Contact Person and Telephone Number
Judge: Criminal Stream Judge: Civil Stream 4 x Assistant Registrars, 2 of which must have authorization to receive and pay money 1 x Administrative officer 1 x Interpreter	Sibeya AJ Oosthuizen J Maria Nghishililwa Charlet Mokomele Lahja Neulumo Meriam Chukwunweolu Deno Petersen Dorcas Ekandjo (if necessary)	Charlet Mokomele 081 222 6306 Meriam Chukwunweolu 081 778 9213 or 081 768 4463
Morning Duty: 2nd Call	Name & Surname	Contact Person and Telephone Number
Judge: Criminal Stream Judge: Civil Stream 4 x Assistant Registrars, 2 of which must have	Liebenberg J Geier J Rita Ikuambi (to render assistance as assistant	Nuncia Sikongo 081 774 7526 or 081 292 4772

authorization to receive and pay money 1 x Administrative officer	registrar as well as interpreter where necessary) Mbeurorua Karamata Nuncia Sikongo Teodensia Mathias Selma Iifo	Mbeurorua Karamata 081 400 4129
Afternoon Duty 1st Call	Name & Surname	Contact Person and Telephone Number
Judge: Criminal Stream Judge: Civil Stream 4 x Assistant Registrars, 2 of which must have authorization to receive and pay money 1 x Administrative officer 1 x Interpreter	Sibeya AJ Oosthuizen J Maria Nghishililwa Charlet Mokomele Lahja Neulumo Meriam Chukwunweolu Deno Petersen Dorcas Ekandjo (if necessary)	Charlet Mokomele 081 222 6306 Meriam Chukwunweolu 081 778 9213 or 081 768 4463
Afternoon Duty 2nd Call	Name & Surname	Contact Person and Telephone Number
Judge: Criminal Stream Judge: Civil Stream 4 x Assistant Registrars, 2 of which must have authorization to receive and pay money 1 x Administrative officer	Liebenberg J Geier J Rita Ikuambi (to render assistance as assistant registrar as well as interpreter where necessary) Mbeurorua Karamata Nuncia Sikongo Teodensia Mathias Selma Iifo	Nuncia Sikongo 081 774 7526 or 081 292 4772 Mbeurorua Karamata 081 400 4129
After Hours Duty 1st Call	Name & Surname	Contact Person and Telephone Number
Judge: Civil Stream Assistant Registrar	Masuku J Marinus Nederlof	Marinus Nederlof 081 373 5440
After Hours Duty 2nd Call	Name & Surname	Contact Person and Telephone Number
Judge: Civil Stream Assistant Registrar	Prinsloo J Erich Dandu	Erich Dandu 081 141 8260

Head of Court:

The Hon. Justice P.T. Damaseb

Responsible Member of Management:

Elsie Schickerling with alternative Nuncia Sikongo

9.2. Northern Local Division

Morning Duty: 1st Call	Name & Surname	Contact Person and Telephone Number
1 x Judge 2 x Deputy or Assistant Registrars, who must have authorization to receive and pay money 2 x Interpreter	January J T-R Shapumba Olivia Ndyuluwa Peter Nghixulu Denzel Mkahina	T-R Shapumba 081 293 5154 / 065-23 0347
Morning Duty: 2nd Call	Name & Surname	Contact Person and Telephone Number
1 x Judge 2 x Deputy or Assistant Registrars, who must have authorization to receive and pay money 1 x Interpreter	Salionganga J Lorraine Wakatama Billy Lutaka Evista Aitewa	Lorraine Wakatama 081 162 5099
Afternoon Duty 1st Call	Name & Surname	Contact Person and Telephone Number
1 x Judge 2 x Deputy or Assistant Registrars, who must have authorization to receive and pay money 1 x Interpreter	January J T-R Shapumba Olivia Ndyuluwa Peter Nghixulu Denzel Mkahina	T-R Shapumba 081 293 5154 / 065-23 0347
Afternoon Duty 2nd Call	Name & Surname	Contact Person and Telephone Number
1 x Judge 2 x Deputy or Assistant Registrars, who must have authorization to receive and pay money 1 x Interpreter	Salionganga J Lorraine Wakatama Billy Lutaka Evista Aitewa	Lorraine Wakatama 081 162 5099
After Hours Duty 1st Call	Name & Surname	Contact Person and Telephone Number
Judge 1 x Assistant Registrar	January J Olivia Ndyuluwa	Olivia Ndyuluwa 081 608 2591
After Hours Duty 2nd Call	Name & Surname	Contact Person and Telephone Number
Judge 1 x Assistant Registrar	Salionganga J T-R Shapumba	Lorraine Wakatama 081 162 5099

Head of Court:

The Hon. Justice P.T. Damaseb

Responsible Member of Management:

Lorraine Wakatama with alternative Tulonga-Ria Shapumba



E.E.SCHICKERLING

CHIEF REGISTRAR, DIRECTORATE SUPREME AND HIGH COURTS

HAVE YOU BEEN IN CONTACT WITH ANY PERSON WHO TESTED POSITIVE FOR COVID-19		
HAVE YOU BEEN IN SELF-ISOLATION OR QUARENTINE DURING THE PAST TWO WEEKS		
HAVE YOU BEEN TO ANY COVID-19 AFFECTED AREA IN THE LAST 2 WEEKS		
PLEASE STATE THE AREA / AREAS IF THE PREVIOUS ANSWER IS YES		

1 PAPER FILE ORDERS TO BE MADE FROM CHAMBERS, INCLUDING ORDERS TO BE DEALT WITH UNDER PARAGRAPH 4 OF THE DIRECTIVES

- a. **Judges and research assistants are urged to attend to all orders in respect of paper files on/before 27 March 2020 at 17h00.**
- b. Any matter on the court roll which requires a postponement must be postponed to the roll indicated hereinafter and to a date after the expiry of the "Lockdown" period, provided that any case which is not on eJustice must be postponed to a date not less than 15 court days after the expiry of the "Lockdown" period;
- c. Judges must, if satisfied that the papers are in order and if no further argument or clarification is required, proceed to issue appropriate orders in all electronic cases.

2 E-JUSTICE ORDERS TO BE MADE FROM HOME

- a. **Rolls in respect of eJustice case files will be published on the Judges and the Research Assistants whatsapp groups;**
- b. Each roll will indicate the name of the judge indicated on the roll, the name of the judge who should assist, if applicable and the name of the research assistant who must prepare the bench memo, if applicable, the draft order and ultimately sign the order once approved by the judge.
- c. Judges and research assistants must ensure that the orders are signed (endorsed) on/before the due date indicated on the distribution list published which due date may not be later than two court days prior to the set down date which falls during "Lockdown".
- d. Any matter on the court roll which requires a postponement must be postponed to the roll indicated hereinafter and to a date after the expiry of the "Lockdown" period, provided that any case which is not on eJustice must be postponed to a date not less than 15 court days after the expiry of the "Lockdown" period;
- e. Judges must, if satisfied that the papers are in order and if no further argument or clarification is required, proceed to issue appropriate orders in all electronic cases.