



QUICK REFERENCE GUIDE (21 SEPTEMBER 2020)

For up to date information, visit: www.judiciary.org.za

HELPDESK	2
LOGIN ON CASELINES	2
CREATE A CASE: CASELINES.....	2
2. HOW TO CREATE A CASE?	2
IMPORTANT NOTE – (<i>Very Important Steps</i>)	3
VIEWING PROGRESS ON YOUR CASE	4
3. HOW TO VIEW PROGRESS ON YOUR CASE?.....	4
CASELINES TRAINING.....	5



HELPDESK

The Helpdesk is available to assist with navigating CaseLines system including technical issues on CaseLines, contact the Helpdesk using one of the following methods:

HELPDESK NUMBER:	0861 5000 52
GENERAL QUERIES:	support@tirisan.co.za effiling@judiciary.org.za

LOGIN ON CASELINES


1. Open Internet Browser and enter URL <https://sajustice.caselines.com> & login
2. Click on **View Case List**
3. Find your case in the case list or search the case by typing in your case number on the search field and Apply Filter.

CREATE A CASE: CASELINES

2. HOW TO CREATE A CASE?

Please follow the instructions as per Directive dated 18 September 2020: -

Amended Gauteng Consolidated Directive re Court Operations during the National State of Disaster_18 09 2020

1. Open Internet Browser and enter URL <https://sajustice.caselines.com> and log on.
2. Click on **View Case List**
3. Click on 
4. If you do not have the **Create a Case** button available, contact Helpdesk for assistance.
5. **ALL Cases Created should be linked to a Template. Failure to Use a Template will result in a defective application as per the Practice Directive referred to above.**

This is for the Court Officials Use Only!

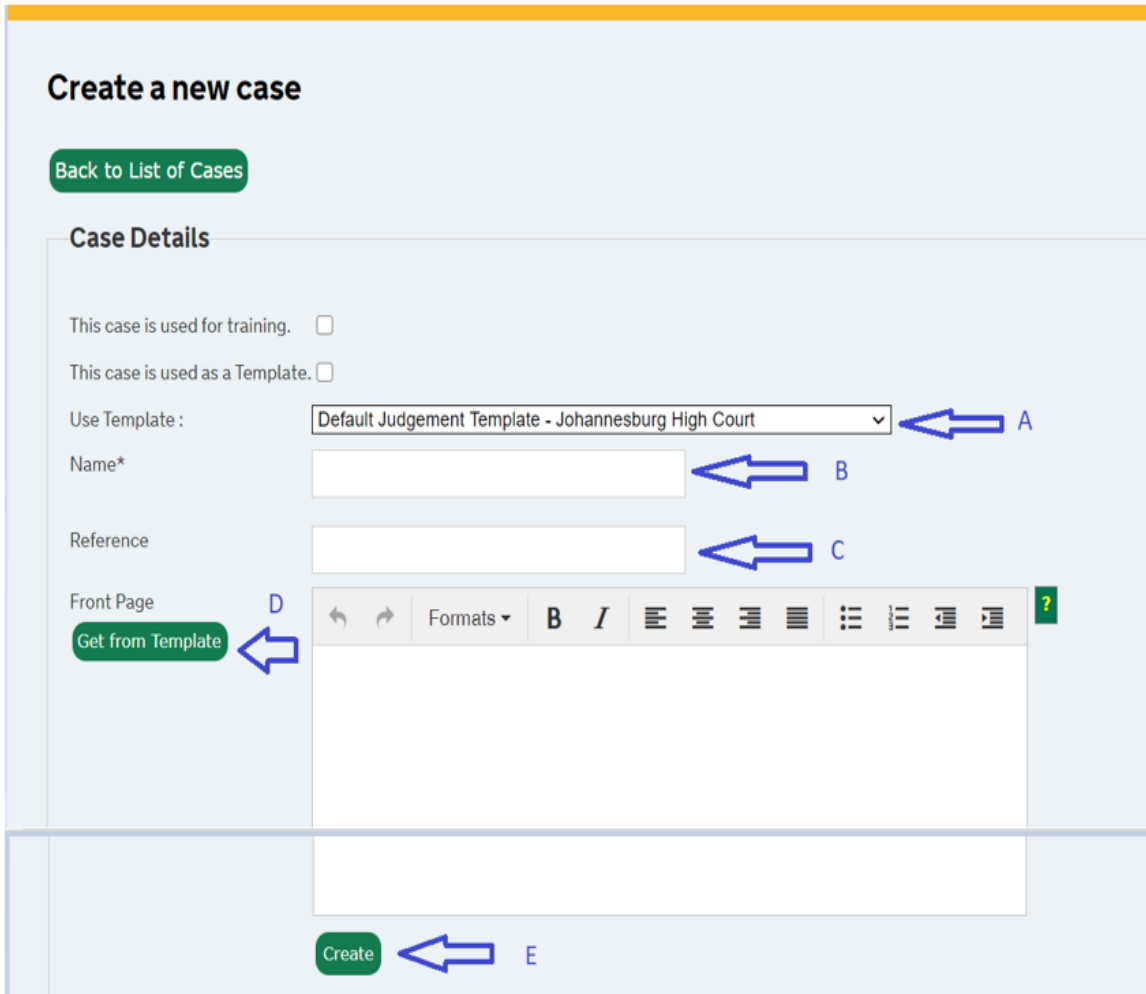
Do Not add or modify any information on the Front Cover Page.

Do Not add Hearing Date

Do not modify Bundle Freeze Date

IMPORTANT NOTE – (Very Important Steps)

1. Only use the fields marked A, B, C, D, E on the screen shot




The screenshot shows a web form titled "Create a new case". At the top left is a green button labeled "Back to List of Cases". Below this is a section titled "Case Details".

Inside "Case Details":

- Two checkboxes: "This case is used for training." and "This case is used as a Template.", both unchecked.
- "Use Template:" dropdown menu showing "Default Judgement Template - Johannesburg High Court". A blue arrow labeled "A" points to this dropdown.
- "Name*" text input field. A blue arrow labeled "B" points to this field.
- "Reference" text input field. A blue arrow labeled "C" points to this field.
- "Front Page" section containing a green button "Get from Template" and a rich text editor. A blue arrow labeled "D" points to the "Get from Template" button.
- At the bottom of the form is a green "Create" button. A blue arrow labeled "E" points to this button.

2.

- Navigate to **Use Template** and on drop down select correct template and verify the correct Template
- For Cases initiated with the Pretoria High Court select
"Court User Group Case Creation Template – Pretoria High Court"
- For Cases initiated with the Johannesburg High Court select
"Court User Group Case Creation Template – Johannesburg High Court"
- On the left-hand side of the Front Cover Page, click on  to populate the Front Cover Page.
- Navigate to **Name*** field and enter case name, **do not use quotation marks on the name field**
- Type the Name of the Case in the **Name*** field, being that of the parties to the case recorded in full
- Enter a **prefix** for the case type before the case name, e.g. **Rule 43:** DLAMINI, Gideon vs DLAMINI, Sarah.
- For Tax Court matters - the case name, e.g. **Tax Court Appeal:** ABC Pty Ltd vs CSARS or **Tax Court Application:** DLAMINI, Sarah vs CSARS.
- When the case or application type changes, the prefix must be amended accordingly.



- j. Where applicable, the classification in terms of Practice Directive 2 of 2019 should precede the prefix.
- k. Type the reference being the case number, recorded with the year in full and without any 0 preceding the case number, e.g. 2005/44; 2012/123; 2019/93222

Click **Create**

Please show your email on the CaseLines profile for communication purposes

Once the case is created, please follow the steps below to make the case ready

REMEMBER: -

- ✓ To invite the Court Profile in line with the Case Type
- ✓ To Tick ALL permissions (**This Only Applies to the High Court Application profile invited as per the Directive**)
- ✓ To invite other parties - Tick permissions that apply
- ✓ To Create sections as per you bundle
- ✓ To upload documents

VIEWING PROGRESS ON YOUR CASE

3. HOW TO VIEW PROGRESS ON YOUR CASE?

1. Go to <https://sajustice.caselines.com> & login
2. Click on **View Case List**
3. Find your case in the case list
4. Click on **Update Case**
5. On **Case Home** – Check if the Registrar has made any annotations to the Case on the **Front Cover Page** or the additional Note fields below the **Front Cover Page**
6. Check if the **Hearing Date** has been applied by the Registrar on the Case (**Do Not Modify or Add a Hearing Date – This is the Function of the Registrar and other Court Officials**)
7. Click on **Review Evidence**
8. Check for **Notes** made on the Case by the Registrar or other Court Officials

Note – Registrars and other Court Officials will use CaseLines to communicate with Parties. Please check back on your Case for any progress updates.

DO NOT CHANGE THE HEARING DATE OR BUNDLE FREEZE DATE – THIS IS FOR REGISTRAR OFFICE USE ONLY!!!



CASELINES TRAINING

Advanced Training on CaseLines is available to the Law Firms and Advocates through Tirisan Tech Solutions (Pty) Ltd. Please contact the Helpdesk regarding available training options

