



OFFICE OF THE JUDGE PRESIDENT
MR. JUSTICE MG PHATUDI
HIGH COURT OF SOUTH AFRICA, LIMPOPO DIVISION, POLOKWANE

Private Bag X 9693
POLOKWANE
0700
36 Biccard Street
Polokwane, 0699

Telephone number: (015) 495 1743

E-mail: TKwapa@judiciary.org.za

**To: All Registrars
And To: All Legal Practitioners**

Circular 01/2026

RE: SETTING OF PRACTICE NOTE IN APPEAL MATTERS.

1. It has come to my attention over the past few months that some Legal Practitioners do not file a Practice note in appeal matters in which they represent clients. Failure to settle heads of argument, a Practice note and a list of relevant authorities relied upon in the matter, causes inconvenience and reading of papers difficult.
2. To that end, I direct that with effect from 02 February 2026, Legal Practitioners would be required to submit a Practice Note in appeal matters in the manner as nearly as possible with the formula set out below: (the list not exhaustive).

Nature of appeal

- 2.1. Set out briefly the nature of appeal and a summary of what is appealed against.
3. **ISSUES IN THE APPEAL:**
 - 3.1. Set out issue(s) for determination on appeal.
 - 3.2. Give a brief exposition of the contentions to be raised and
 - 3.3. A summary of grounds upon which the appeal is based.



4. CONDONATION:

4.1. Reasons for the delay in lodgement of the notice of the appeal and grounds thereof, must be fully explained.

5. PORTIONS OF RECORD RELEVANT TO THE APPEAL:

5.1. Relevant portions of the appeal record and pages relied upon, must be specified; (Volumes, pages and lines material to the appeal).

5.2. Parts of record necessary for determination of appeal, to be clearly identified, eg

- a) Notice of appeal and grounds thereof, and
- b) Any other documents in support of the appeal.

6. THE NUB OF THE APPELLANTS HEADS OF ARGUMENT:

6.1. The Appellant/Respondent to give a crisp summary of their respective heads of argument in the Practice Notice.

7. A LIST OF RELEVANT AUTHORITIES TO BE RELIED UPON IN ARGUMENT:

A separate list of authorities to be used in argument to be annexed to the Practice Note.

8. THE UNIFORM RULES OF COURT REMAIN IN FORCE AND EFFECT:

8.1. This Circular does not supersede or replace the Uniform Rules of Court and the Practice Directives applicable to this Division, but is aimed at harmonising the practice and operation of the appeal court. (both civil and criminal).

9. APPELLANT/RESPONDENTS' CHRONOLOGY:

The parties are to insert the following details:

DATE	DESCRIPTION OF DOCUMENT	REFERENCE/VOLUME, PAGE AND LINE
------	-------------------------	---------------------------------

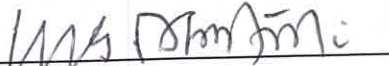


10. DATE ON ROLL

11. DETAILS OF COUNSEL AND INSTRUCTING ATTORNEY.

12. ESTIMATED DURATION OF THE ARGUMENT.

Given under my hand at POLOKWANE on this 16th day of January 2026.



MG PHATUDI
JUDGE PRESIDENT
HIGH COURT OF SOUTH AFRICA
LIMPOPO DIVISION OF THE HIGH COURT

