



7	<p><u>Proof of service:</u>  <i>The person who served and filed must make an affidavit, stating that the fax number is correct (therefore phone and confirm that document was received), or that acknowledgement was signed. Or the document can be served via the sheriff of court. or by stating per affidavit that the document was posted and that the letter contained the application.</i></p>	Make affidavit within 7 days of the service being affected.	LC rule 4(2)
8	<p><u>Filing of documents at court:</u></p> <ul style="list-style-type: none"> <li>• Documents may be filed with the Registrar at court by handing it in per hand, sending it per registered post, fax.</li> <li>• Date of filing is when handed in by hand, when posted when received and faxed, on completion of the fax.</li> <li>• The original must be handed in at court</li> </ul>	Within 5 days	<p>LC Rule 5</p> <p>LC rule 5(2)</p> <p>LC rule 5(3)</p>
9	Application for condonation – late filing of documents	Preferably together with the main application/document, if not, as soon as possible thereafter.	Sec 145(1)A and rule 12
10	Notice by Council or CCMA that record has been filed	<b>Timeously</b> , if not apply to compel. Consider the 60 days period.	Rule 7A(2) and (3) and (4)
11	Registrar give notice of record being available		Rule 7A(5)
12	Collect record from Registrar	<b>7 days</b>	Practice manual 11.2.1
13	Arrange for transcription of tapes	Immediately	
14	Applicant furnish the Registrar and the other parties with copy of the record/transcription to be used in review	<b>60 days</b> from date that Registrar gave notice of record being available.	Rule 7A (6) and practice manual 11.2.2
15	If the applicant cannot comply with <b>60</b> days:-	<ul style="list-style-type: none"> <li>• Apply for consent from other party;</li> <li>• If not, apply on affidavit to the JP for consent to extend time period.</li> </ul>	Practice manual 11.2.3

16	Outside <b>60</b> days and no consent or ruling on extension	Matter is deemed to have been withdrawn by court.	Practice manual 11.2.3
17	Applicant must give notice by filing supplementary affidavit or notice to stand by notice of motion	Together with rule 7A(6) filing of record and transcription	Rule 7A(8) and practice manual 11.2
18	Respondent must oppose application by filing opposing affidavit.	<b>10 days</b> from receipt of 7A(8) supplementary affidavit or notice to stand	Rule 7A(9)
19	File reply to opposing affidavit	<b>5 days</b>	Rule 7A(10)
20	Index and paginate review-done by the applicant	<b>Immediately</b> after reply has been served and filed. Done in 3 sections – refer to rule.	Practice manual 11.2.8
21	Rule 22 B notice and apply for court date.	<b>Immediately</b> as soon as indexed and paginated and service affidavit has been filed. <b>Must be within 6 months of delivery of the application</b>	Section 145(5)
22	Heads of argument	<b>Upon notification from Registrar.</b> (note: Registrar will not allocate a date until heads are filed)	Rule 18