

## **RULES BOARD FOR COURTS OF LAW ACT, 1985 (ACT NO. 107 OF 1985)**

### **AMENDMENT OF THE RULES REGULATING THE CONDUCT OF THE PROCEEDINGS OF THE SEVERAL PROVINCIAL AND LOCAL DIVISIONS OF THE HIGH COURT OF SOUTH AFRICA**

The Rules Board for Courts of Law has under section 6 of the Rules Board for Courts of Law Act, 1985 (Act No. 107 of 1985), with the approval of the Minister of Justice and Correctional Services, made the rules in the Schedule.

#### **SCHEDULE**

##### **GENERAL EXPLANATORY NOTES:**

Expressions in [ ] **in bold** indicate omissions from existing rules.

Expressions with solid underline indicate insertions into existing rules.

## Definition

1. In this Schedule the "Rules" means the rules regulating the conduct of the proceedings of the several provincial and local divisions of the High Court of South Africa published under Government Notice No. R. 48 of 12 January 1965, as amended by Government Notices No. R. 235 of 18 February 1966, R. 2004 of 15 December 1967, R. 3553 of 17 October 1969, R. 2021 of 5 November 1971, R. 1985 of 3 November 1972, R. 480 of 30 March 1973, R. 639 of 4 April 1975, R. 1816 of 8 October 1976, R. 1975 of 29 October 1976, R. 2477 of 17 December 1976, R. 2365 of 18 November 1977, R. 1546 of 28 July 1978, R. 1577 of 20 July 1979, R. 1535 of 25 July 1980, R. 2527 of 5 December 1980, R. 500 of 12 March 1982, R. 773 of 23 April 1982, R. 775 of 23 April 1982, R. 1873 of 3 September 1982, R. 2171 of 6 October 1982, R. 645 of 25 March 1983, R. 841 of 22 April 1983, R. 1077 of 20 May 1983, R. 1996 of 7 September 1984, R. 2094 of 13 September 1985, R. 810 of 2 May 1986, R. 2164 of 2 October 1987, R. 2642 of 27 November 1987, R. 1421 of 15 July 1988, R. 210 of 10 February 1989, R. 608 of 31 March 1989, R. 2628 of 1 December 1989, R. 185 of 2 February 1990, R. 1929 of 10 August 1990, R. 1262 of 30 May 1991, R. 2410 of 30 September 1991, R. 2845 of 29 November 1991, R. 406 of 7 February 1992, R. 1883 of 3 July 1992, R. 109 of 22 January 1993, R. 960 of 28 May 1993, R. 974 of 1 June 1993, R. 1356 of 30 July 1993, R. 1843 of 1 October 1993, R. 2365 of 10 December 1993, R. 2529 of 31 December 1993, R. 181 of 28 January 1994, R. 411 of 11 March 1994, R. 873 of 31 May 1996, R. 1063 of 28 June 1996, R. 1557 of 20 September 1996, R. 1746 of 25 October 1996, R. 2047 of 13 December 1996, R. 417 of 14 March 1997, R. 491 of 27 March 1997, R. 700 of 16 May 1997, R. 798 of 13 June 1997, R. 1352 of 10 October 1997, R. 785 of 5 June 1998, R. 881 of 26 June 1998, R. 1024 of 7 August 1998, R. 1723 of 30 December 1998, R. 315 of 12 March 1999, R. 568 of 30 April 1999, R. 1084 of 10 September 1999, R. 1299 of 29 October 1999, R. 502 of 19 May 2000, R. 849 of 25 August 2000, R. 373 of 30 April 2001, R. 1088 of 26 October 2001, R. 1755 of 5 December 2003, R. 229 of 20 February 2004, R. 1343 of 12 December 2008, R. 1345 of 12 December 2008, R. 516 of 8 May 2009, R. 518 of 8 May 2009, R. 86 of 12 February 2010, R. 87 of 12 February 2010, R. 88 of 12 February 2010, R. 89 of 12 February 2010, R. 90 of 12 February 2010, R. 500 of 11 June 2010, R. 591 of 09 July 2010, R. 980 of 19 November 2010, R. 981 of 19 November 2010, R. 464 of 22 June 2012 and R. 992 of 7 December 2012, R. 114 of 15 February 2013, R. 262 of 12 April 2013, R. 471 of 12 July 2013, R. 472 of 12 July 2013, R. 759 of 11

October 2013, R. 212 of 28 March 2014, R. 213 of 28 March 2014, R. 214 of 28 March 2014, R. 30 of 23 January 2015; R. 31 of 23 January 2015, R. 317 of 17 April 2015, R. 781 of 31 August 2015, R. 3 of 19 February 2016 and R. 678 of 3 June 2016.

#### **Amendment of rule 4 of the Rules**

2. Rule 4 of the Rules is hereby amended by the substitution for subrule (9) of the following subrule:

##### **"Service**

4. (9) **[In every proceeding in which the State, the administration of a province or a Minister, Deputy Minister or Administrator in his official capacity is the defendant or respondent, the summons or notice instituting such proceeding may be served at the Office of the State Attorney situated in the area of jurisdiction of the court from which such summons or notice has been issued: Provided that such summons or notice issued in the Transvaal Provincial Division shall be served at the Office of the State Attorney, Pretoria, and such summons or notice issued in the Northern Cape Division shall be served at the Bloemfontein Branch Office of the State Attorney.] In proceedings in which the State or an organ of state, a Minister, a Deputy Minister, a Premier or a Member of an Executive Council in such person's official capacity is the defendant or respondent, the summons or notice instituting such proceedings shall be served in accordance with the provisions of any law regulating proceedings against and service of documents upon the State or organ of state, a Minister, a Deputy Minister, a Premier or a Member of an Executive Council."**

#### **Amendment of rule 6 of the Rules**

3. Rule 6 of the Rules is hereby amended by the substitution in subrule (5) for paragraph (b) of the following paragraph:

“(b) In a notice of motion the applicant must–

(i) appoint an address within 15 kilometres of the office of the registrar, at which applicant will accept notice and service of all documents in such proceedings;

(ii) state the applicant’s postal, facsimile or electronic mail addresses where available; and

(iii) set forth a day, not less than five days after service thereof on the respondent, on or before which such respondent is required to notify the applicant, in writing, whether respondent intends to oppose such application, and must further state that if no such notification is given the application will be set down for hearing on a stated day, not being less than 10 days after service on the said respondent of the said notice[.].

Provided that–

(aa) for the purposes of this subrule, the days between 21 December and 7 January, both inclusive, shall not be counted in the time allowed for delivery of the notice of intention to oppose or delivery of any affidavit;

(bb) the provisions of subparagraph (aa) shall not apply to applications brought under subrule 6(12) of this rule and applications brought under rule 43.”

#### **Amendment of rule 43 of the Rules**

4. Rule 43 of the Rules is hereby amended by the repeal of subrules (7) and (8).

#### **Amendment of rule 68 of Rules**

5. Rule 68 of the Rules is hereby amended by the amendment of the Tariff as follows:

## "Tariff

Item	R c
1. For registration of any document for service or execution, upon receipt thereof	<b>[8,00]</b> <u>10,00</u>
2. (a) For service of summonses, petitions together with notice of motion or set down, other notices, orders or any other documents, each	<b>[55,00]</b> <u>63,00</u>
Provided that—	
(i) Whenever any document to be served with any such process is mentioned in the process or forms an annexure thereto, no additional fee shall be charged for the service of such document, but otherwise a fee of <b>[R8,00]</b> <u>R10,00</u> may be charged in respect of each separate document served;	
(ii) No fee for the service of a separate document shall be charged in respect of the service of process in criminal cases.	
(b) Attempted service of summonses, petitions together with notice of motion or notice of set down, other notices, orders and any other documents;  Provided that an attempted service of more than one document on the same person shall be treated as an attempted service of one document only.	<b>[41,00]</b> <u>47,00</u>
3. Travelling allowance:	

(a)	For the distance actually and necessarily travelled by the sheriff or his or her officer, reckoned, subject to item 3(c) and (d), from the office of the sheriff, both on the forward and the return journey, per kilometre or part thereof.	5,00
(b)	When two or more summonses or other process, whether at the instance of the same party or of different parties, are capable of being served on one and the same journey, the travelling allowance for performing the round of service shall be fairly and equitably apportioned among the several cases, regard being had to the distance at which the parties against whom such process is directed respectively reside from the office of the sheriff, but the fee for service shall be payable for each service made or attempted to be made.	
(c)	<p>The travelling allowance mentioned in item 3(a) and (b) shall be calculated on the distance reckoned from the office of the sheriff if—</p> <p>(i) the sheriff's office is situated within the area of jurisdiction allocated to the sheriff by the Minister; and</p> <p>(ii) the distance from the sheriff's office is less than the distance reckoned from the court-house closest to the address for service,</p>	
(d)	If the requirement in item 3(c) is not met, then the travelling allowance mentioned in item 3(a) and (b) shall be calculated on the distance reckoned from the court-house closest to the address for service.	

4. (a)	Postage in civil matters, as per postal tariff.	
(b)	Postage in criminal matters, free.	
	NOTE: The sheriff may take any postal matter to the registrar of the High Court, or if there is no registrar in his or her town or city, to the magistrate, who shall frank the envelope with his or her official franking stamp.	
5.	For the execution of any writ—	
(a) (i)	of personal arrest, including the conveyance of the person concerned to court, to an attorney's office or to a prison, per person	<b>[68,50]</b> <u>78,50</u>
(ii)	for conveying the person concerned to court from a place of custody on a day subsequent to the day of arrest and attending at court, per hour or part thereof	<b>[81,50]</b> <u>93,50</u>
(iii)	for attachment of property <i>ad fundandam jurisdictionem</i> or <i>ad confirmandam jurisdictionem</i>	<b>[68,50]</b> <u>78,50</u>
(iv)	where an attachment in terms of item 5(a)(iii) is withdrawn or suspended	<b>[20,00]</b> <u>23,00</u>
(b)	of ejectment: <b>[R81,50]</b> <u>R93,50</u> per hour or part thereof, subject to a minimum of which shall include the first hour (in addition to reasonable expenses necessarily incurred);	<b>[122,50]</b> <u>139,00</u>
(c)	against immovable property—	

<p>(i) for execution, including service of notice of attachment upon the owner of the immovable property and upon the registrar of deeds or other officer charged with the registration of such property, and if the property is in occupation of some person other than the owner, also upon such occupier</p>	<p><b>[164,00]</b> <u>186,00</u></p>
<p>(ii) for notice of attachment to a single lessee or occupier (identical notices where there are several lessees, occupiers or owners, for each after the first)</p>	<p><b>[14,50]</b> <u>17,50</u> <b>[4,50]</b> <u>5,50</u></p>
<p>(iii) for making valuation report for purposes of sale per hour or part thereof.</p>	<p><b>[81,50]</b> <u>93,50</u></p>
<p>(iv) when a sheriff has been <b>[authorized]</b> <u>authorised</u> to sell property and the property is not sold by reason of the fact that the attachment is withdrawn or stayed, irrespective of the amount of the writ, all the necessary notice for the withdrawal of the attachment</p>	<p><b>[164,00]</b> <u>186,00</u></p>
<p>(v) for ascertaining and recording what bonds or other encumbrances are registered against the property, together with the names and addresses of the persons in whose favour such bonds and encumbrances are so registered, including any correspondence in connection therewith (in addition to reasonable expenses necessarily incurred)</p>	<p><b>[81,50]</b> <u>93,50</u></p>



(vi)	for notifying the execution creditor of such bonds or other encumbrances and of the names and addresses of the persons in whose favour such bonds or other encumbrances are registered	<b>[14,50]</b> <u>17,50</u>
(vii)	for consideration of proof that a preferent creditor has complied with the requirements of rule[s] 46(5)(a)	<b>[8,00]</b> <u>10,00</u>
(viii)	for the notice referred to in rule 46(6)	<b>[14,50]</b> <u>17,50</u>
(ix)	for consideration of notice of sale prepared by the execution creditor in consultation with the sheriff; and	
(x)	for verifying that notice of sale has been published in the newspapers indicated and in the <i>Gazette</i> ; and	
(xi)	for forwarding a copy of the notice of sale to every judgment creditor who had caused the immovable property to be attached and to every mortgagee thereof whose address is known, for each copy, inclusive fee for (ix), (x), and (xi).	<b>[81,50]</b> <u>93,50</u>
(xii)	for affixing a copy of the notice of sale to the notice board of the magistrate's court referred to in rule 46(7)(e) and at or as near as may be to the place where the sale is actually to take place, an inclusive fee of	<b>[28,50]</b> <u>33,50</u>

(xiii) for considering the conditions of sale	<b>[68,50]</b> <u>78,50</u>
<p>(xiv) On the sale of immovable property by the sheriff as auctioneer, 6 per cent on the first <b>[R30 000,00 of the proceeds of the sale and]</b> <u>R100 000,00</u>, 3,5 per cent on <u>R100 001,00 to R400 000,00</u> and <u>1,5 per cent on the balance [thereof,]</u> <u>of the proceeds of the sale</u>, subject to a maximum commission of <b>[R10 777,00]</b> <u>R40 000,00</u> in total and a minimum of <b>[R542,00]</b> <u>R3 000,00</u> (inclusive in all instances of the sheriff's bank charges and other expenses incurred in paying the proceeds into his or her trust account), which commission shall be paid by the purchaser;</p>	
(xv) for any report referred to in rule 46(11)	<b>[41,00]</b> <u>47,00</u>
(xvi) for giving transfer to the purchaser	<b>[20,00]</b> <u>23,00</u>

(xvii) for preparing a plan of distribution of the proceeds (including the necessary copies) and for forwarding a copy to the registrar	<b>[81,50]</b> <u>93,50</u>
(xviii) for giving notice to all parties who have lodged writs and to the execution debtor that the plan of distribution will lie for inspection, for every notice	<b>[14,50]</b> <u>17,50</u>
(xix) for request to magistrate to pay out in accordance with the plan of distribution	<b>[8,00]</b> <u>10,00</u>
(d) against movable property—	
(i) when a writ is paid on presentation, 9 per cent on the amount so paid, with a minimum fee of <b>[R55,00]</b> <u>R63,00</u> and a maximum of	<b>[543,00]</b> <u>614,50</u>
(ii) for any abortive attempt at attachment, including one hour's search and enquiry	<b>[55,00]</b> <u>63,00</u>
(iii) when a writ is withdrawn or stayed before any property is attached	<b>[20,00]</b> <u>23,00</u>
(iv) for making an attachment, including one hour's search and enquiry	<b>[136,00]</b> <u>153,50</u>

<p>(v) notice of attachment, if necessary, to a single person</p> <p>(identical notices, when there is more than one person to be given notice, for each after the first)</p>	<p><b>[14,00]</b> <u>16,00</u></p> <p><b>[8,00]</b> <u>10,00</u></p>
<p>(vi) when an attachment is withdrawn by a judgment creditor or stayed before sale, 3 per cent on the value of the property attached or the amount of the writ, whichever is the lesser, but subject to a maximum of</p>	<p><b>[407,00]</b> <u>460,00</u></p>
<p>(vii) when a writ is paid by the debtor to the sheriff after attachment but before sale, 9 per cent on the amount so paid, with a minimum fee of <b>[R55,00]</b> <u>R63,00</u> and a maximum of</p>	<p><b>[543,00]</b> <u>614,00</u></p>
<p>(viii) when moneys are taken in execution, 9 per cent of the amount so taken, but subject to a maximum of</p>	<p><b>[543,00]</b> <u>614,00</u></p>
<p>(ix) for drawing up advertisements of sale of goods attached</p>	<p><b>[55,00]</b> <u>63,00</u></p>

<p>(x) for selling in execution <b>[(whether auctioneer employed or not)]</b>, including distribution of the proceeds, on the first R15 000,00 or part thereof, 9 per cent, and thereafter, 6 per cent, with a maximum of</p>	<p><b>[7 548,50]</b> <u>8 531,50</u></p>
<p>(xi) <u>...:</u> <b>[the sheriff him- or herself shall sell movable property in execution, but he or she shall engage the services of an auctioneer if directed thereto in writing by the judgment creditor, provided the judgment creditor bears the additional commission, if any;]</b></p>	
<p>(xii) commission shall not be chargeable against a judgment debtor on the value of movable property attached and subsequently claimed by a person other than the judgment debtor and released in consequence of such claim, unless such property has been attached at the express direction of the judgment creditor, in writing, in which event the judgment creditor shall be liable to the sheriff for the commission;</p>	

<p>(xiii) for insuring movable property attached when it is considered necessary and when the sheriff is directed thereto in writing by the judgment creditor, in addition to the amount of premium paid, an inclusive fee of</p>	<p><b>[28,50]</b> <u>33,50</u></p>
<p>(e) for keeping possession of property (money excluded)—</p>	
<p>(i) for each officer necessarily left in possession, a reasonable inclusive fee per officer per day not exceeding</p>	<p><b>[103,00]</b> <u>117,00</u></p>
<p>NOTE: 'Possession' means the continuous and necessary presence on the premises for the period in respect of which possession is reckoned, of a person employed and paid by the sheriff for the sole purpose of retaining possession</p>	
<p>(ii) for removal and storage, the reasonable and necessary expenses for such removal and storage, and if an animal is to be stabled or fed, the reasonable charges for such stabling and feeding;</p>	
<p>(iii) for tending livestock, the necessary expenses for tending such stock;</p>	

<p>(iv) when no officer is left in possession and no security bond is taken, but movable property attached remains under the supervision of the sheriff, per day</p>	<p><b>[2,00]</b> <u>3,00</u></p>
<p>6. (a) For making an inventory, including all necessary copies and time spent in stocktaking, per hour or part thereof</p>	<p><b>[103,00]</b> <u>117,00</u></p>
<p>(b) For assistance, where necessary, in taking inventory, a reasonable and inclusive fee per day, not exceeding</p>	<p><b>[103,00]</b> <u>117,00</u></p>
<p>7. (a) For making return of service or execution, including drawing up and typing of original for court, limited to one person upon each original process; and</p>	
<p>(b) copy thereof for party desiring service or execution.</p>	<p><b>[28,50]</b> <u>33,50</u></p>
<p>8. Drawing and completing of bail bond, deed of suretyship or indemnity bond</p>	<p><b>[20,00]</b> <u>23,50</u></p>
<p>9. For the making of all necessary copies of documents per A4 size page</p>	<p><b>[3,50]</b> <u>4,00</u></p>

<p><b>[10. Taking statement from accused, who is not represented and who desires witnesses to be subpoenaed at the expense of the State, as to his or her means, the names and addresses of the witnesses and what they can say in his or her defence, in order to enable the registrar or the clerk of the court on circuit to decide whether the witnesses should be subpoenaed</b></p>	<p><b>[20,00]</b></p>
<p><b>NOTE: This information is to be obtained at the time of serving the notice of trial and indictment and conveyed to the registrar or clerk of the court in the same letter under cover of which the documents are returned.]</b></p>	
<p>11. Attending any criminal session of a superior court or any circuit court, <b>[R81,50]</b> <u>R93,50</u> per hour or part thereof, with a maximum per day of</p>	<p><b>[407,00]</b> <u>460,00</u></p>
<p>12. Each necessary letter, excluding formal letters accompanying process or returns</p>	<p><b>[14,50]</b> <u>17,50</u></p>
<p>13. Each necessary attendance by telephone (in addition to prescribed trunk charges)</p>	<p><b>[8,00]</b> <u>10,00</u></p>



14. Sending and receiving of each necessary facsimile per A4 size page (in addition to telephone charges)	<b>[4,50]</b>  <u>5,50</u>
15. Bank charges: Actual costs incurred regarding bank charges and cheque forms.	
16. For the drawing up and issuing of an interpleader summons	<b>[81,50]</b>  <u>93,50."</u>

#### Amendment of rule 70 of the Rules

#### 6. Rule 70 of the Rules is hereby amended—

(a) by the substitution for sub-rule (4), of the following sub-rule:

“(4) The taxing master shall not proceed with the taxation of any bill of costs unless he or she is satisfied that the party liable to pay the costs has received—

- (a) due notice in terms of sub-rule (3B);and
- (b) not less than 10 days' notice of the date, time and place of such taxation and that he or she is entitled to be present thereat: Provided that such notice shall not be necessary—
  - (i) if the party liable to pay the costs has consented in writing to taxation in his or her absence;
  - (ii) if the party liable to pay the costs failed to give notice of intention to oppose in terms of sub-rule (3B); or
  - (iii) for the taxation of writ and post-writ bills:

Provided further that, if any party fails to appear after having given notice of opposition in terms of sub-rule (3B)(b), the taxation may proceed in their absence.”.

(b) by the substitution for the Tariff of Fees of Attorneys of the following Tariff of Fees of Attorneys:

“TARIFF OF FEES OF ATTORNEYS

A - CONSULTATIONS, APPEARANCES, CONFERENCES AND INSPECTIONS

- |   |         |
|---|---------|
| 1. Consultation with a client and witnesses to institute or to defend an action, for advice on evidence or advice on commission, for obtaining an opinion or an advocate's guidance in preparing pleadings, including exceptions, and to draft a petition or affidavit, per quarter of an hour or part thereof— |         |
| (a) by an attorney  | R292,50 |
| (b) by a candidate attorney   | R90,50  |
| 2. Consultation to note, prosecute or defend an appeal, per quarter of an hour or part thereof—   |         |
| (a) by an attorney  | R292,50 |
| (b) by a candidate attorney   | R90,50  |
| 3. Attendance by an attorney in court at proceedings in terms of rule 37 of these Rules, per quarter of an hour or part thereof   | R292,50 |
| 4. Attendance by a candidate attorney, where necessary, to assist at a contested proceeding, per quarter of an hour or part thereof   | R90,50  |
| 5. Any conference with an advocate, with or without witnesses, on pleadings, including exceptions and particulars to pleadings, applications, petitions, affidavits and testimony, and on any other matter which the taxing officer may consider necessary, per quarter of an hour or part thereof—             |         |
| (a) by an attorney  | R292,50 |
| (b) by a candidate attorney   | R90,50  |
| 6. Any other conference which the taxing officer may consider necessary, per quarter of an hour or part thereof—  |         |

(a) by an attorney	R292,50
(b) by a candidate attorney	R90,50
7. Any inspection <i>in situ</i> , or otherwise, per quarter of an hour or part thereof—	
(a) by an attorney	R292,50
(b) by a candidate attorney	R90,50
8. Attending to give or take disclosure, per quarter of an hour or part thereof—	
(a) by an attorney	R292,50
(b) by a candidate attorney	R90,50
9. Inclusive fee for necessary consultations and discussions with a client, witness, other party or advocate not otherwise provided for, per quarter of an hour or part thereof—	
(a) by an attorney	R292,50
(b) by a candidate attorney	R90,50
10. Appearance by an attorney in court or the performance by an attorney of any of the other functions of an advocate, in terms of the Right of Appearance in Courts Act, 1995 (Act No. 62 of 1995)	The tariff under rule 69 shall apply.
11. The rates of remuneration in items 1 to 9 do not include time spent travelling or waiting and the taxing officer may, in respect of time necessarily so spent, allow such additional remuneration as he or she in his or her discretion considers fair and reasonable, but not exceeding R292,50 per quarter of an hour or part thereof in the case of an attorney and R90,50 per quarter of an hour or part thereof in the case of a candidate attorney plus a reasonable amount for necessary conveyance.	

## B - DRAFTING AND DRAWING

1. The drawing up of a formal statement in a matrimonial matter, verifying affidavits, affidavits of service or other formal affidavits, index to brief, short brief, statements of witnesses, powers of attorney to sue or defend, as well as other formal documents and summonses, including all documents such as the prescribed forms in the First Schedule to these Rules, but not the particulars of claim in an annexure to the summons: an inclusive tariff - drawing up, checking, typing, printing, copies, delivery and filing thereof, per

page of the original only	R117,50
2. The drawing up of other necessary documents, including—	
(a) instructions for an opinion, for an advocate's guidance in preparing pleadings, including further particulars and requests for same, including exceptions;	
(b) instructions to advocate in respect of all classes of pleadings;	
(c) a petition, exception or affidavit, any notice (except a formal notice), particulars of claim or an annexure to the summons, opinion by an attorney or any other important document not otherwise provided for,	
an inclusive tariff - drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only	R292,00
3. Letters, telegrams and facsimiles: Inclusive tariff for drawing up, checking, typing, printing, delivery, copies, postage, posting thereof, per page	R117,50
<i>NOTE 1:</i> Particulars of dispatched letters, telegrams and facsimiles need not be specified in a bill of costs. The number of letters written must be specified, as well as the total amount charged. The opposing party, as well as the taxing officer, is entitled to inspect the papers should the correctness of the item be disputed.	
<i>NOTE 2:</i> Whenever an attorney performs any of the work listed in this section, the fees set out herein in respect of such work shall apply and not any fees which would be applicable in terms of the tariff under rule 69 if an advocate had performed the work in question.	
<b>C - ATTENDANCE AND PERUSAL</b>	
1. Attending the receipt, entry, perusing, considering and filing of—	
(a) any summons, petition, affidavit, pleading, advocate's advice and drafts, report, important letter, notice or document;	
(b) any formal letter, record stock sheets in voluntary surrenders, judgments or any other material document not elsewhere specified;	
(c) any plan or exhibit or other material document which was necessary for the conduct of the action,	
per page.	R59,50
2. Sorting, arranging and paginating papers for pleadings, advice on evidence or brief on trial or appeal, per quarter of an hour or part thereof—	
(a) by an attorney	292,50

(b) by a candidate attorney R90,50

*NOTE:* Particulars of received papers need not be specified in bills of costs. The number of papers and pages received, as well as the total amount charged therefor, must be specified. The opposing party as well as the taxing officer is entitled to inspect the papers received if the correctness of the item is disputed.

#### D - MISCELLANEOUS

1. For making necessary copies, including photocopies, of any document or papers not already provided for in this tariff, per A4 size page R4,00

2. Attending to arrange translation and thereafter to procure same, per quarter of an hour or part thereof—

(a) by an attorney R292,50

(b) by a candidate attorney R90,50

3. Necessary telephone calls: The actual cost thereof, plus for every five minutes or part thereof—

(a) by an attorney R98,00

(b) by a candidate attorney R30,00

4. Sending facsimile letters: The actual cost of sending the facsimile letter, in addition to the fee allowed for the drawing thereof under item B3 above.

5. Testimony: Fair and reasonable charges and expenses which in the opinion of the taxing officer were duly incurred in the procurement of the evidence and the attendance of witnesses whose witness fees have been allowed on taxation: Provided that the preparation fees of a witness shall not be allowed without an order of the court or the consent of all interested parties.

#### E - BILL OF COSTS

In connection with a bill of costs for services rendered by an attorney, the attorney shall be entitled to charge:

1. For drawing the bill of costs, making the necessary copies and attending settlement, 10,60 per cent of the attorney's fees, either as charged in the bill, if not taxed, or as allowed on taxation.

2. In addition to the fees charged under item 1, if recourse is had to taxation for arranging and attending taxation and obtaining consent to taxation, 10,60 per cent on the first R10 000,00 or portion thereof, 5,10 per

cent on the next R10 000,00 or portion thereof and 2,12 per cent on the balance of the total amount of the bill.

3.(a) Whenever an attorney employs the services of another person to draft his or her bill of costs, a certificate shall accompany that bill of costs in which that attorney certifies that—

- (i) the bill of costs thus drafted was properly perused by him or her and found to be correct; and
- (ii) every description in such bill with reference to work, time and figures is consistent with what was necessarily done by him or her.

(b) The taxing officer may—

- (i) if he or she is satisfied that one or more of the requirements referred to in item 3(a) has not been complied with, refuse to tax such bill;
- (ii) if he or she is satisfied that fees are being charged in a party-and-party bill of costs—
  - (aa) for work not done;
  - (bb) for work for which fees are to be charged in an attorney-and-client bill of costs; or
  - (cc) which are excessively high,

deny the attorney the remuneration referred to in items 1 and 2 of this section, if more than 20 per cent of the number of items in the bill of costs, including expenses, or of the total amount of the bill of costs, including expenses, is taxed off.

NOTE: The minimum fees under items 1 and 2 shall be R234,50 for each item.

#### F - EXECUTION

- |  |            |
|--|------------|
| 1. Drafting, issue and execution of a warrant of execution and attendances in connection therewith, excluding sheriffs fees (if not taxed) | R583,50    |
| 2. Reissue   | R146,00.”. |

7. These rules shall come into operation on **1 November 2017**.