



ADMIN & CORPORATE TRAINING

CIVIL LITIGATION IN THE HIGH COURT

DURATION

1 Day

PURPOSE OF THIS COURSE

The main aim of this course is to provide all participants with the basic skills, and so the confidence, to draft legal documents and other pleadings as and when they are required in terms of the Rules.

The course is designed to point out the main differences in the litigation procedure between the High Court and the Magistrates' Court.

CERTIFICATION

On completion of the programme, the participant will receive an Attendance Certificate in Civil Litigation in the High Court from the Law Society of SA/L.E.A.D

WHO SHOULD ATTEND

- ❖ Legal Office Support Staff
- ❖ Candidate practitioners
- ❖ Individuals who want to educate themselves further with the intention of seeking employment in the legal field.

WHAT PREVIOUS STUDENTS SAID

- ✓ "I learned more here than what I've learnt in LLB Civil Litigation."
- ✓ "I now understand the process on how and when to draft a notice & summons."
- ✓ "I will now be able to execute and understand High Court documents."





- ✓ "Documents will be accurately checked before sending them out."
- ✓ "It was practical, everything was well summarized & the instructor was very encouraging."
- ✓ "Be more familiar with drafting of documents & also know the difference thereof."

GENERAL LEARNING OUTCOMES

After completion of this training the participant should be able to:

- ❖ Understand the most popular legal jargon used by practitioners and the courts.
- ❖ Understand the differences between Motion Procedures (Applications) and Action Procedures (Actions).
- ❖ Understand the basic flow of the Motion process holistically.
- ❖ Understand the basic flow of the Action process holistically.
- ❖ Be able to anticipate the next step in the action or motion process, as the case may be, and to draft the required pleading, notice or document.
- ❖ Demonstrate an understanding of the required format of the court documents.
- ❖ Be able to plan and diarise a matter accordingly based on the anticipated next step.

LEARNING THAT IS ASSUMED TO BE IN PLACE

Participants need to have a basic knowledge of English as the course is presented in English.

COURSE OUTLINE

- ❖ Introduction to the Civil Litigation in the High Courts
 - Rules relating to pleadings
 - The basic claims in the High Court
 - Calculation of time limits
 - Terminology
 - Jurisdiction of the High Court
 - Description of the Parties
 - Lapsing of claims





- ❖ Application Procedure (Motions)
 - Differences between Actions and Motions
 - Requirements
 - Format of the Application
 - The Application Process
 - Different forms of Applications

- ❖ Action Procedure
 - Taking instructions, opening files and other initial steps
 - Pleading stage
 - Close of Pleadings/Preparation Stage
 - Trial
 - Execution of Judgment
 - undefended actions

- ❖ Provisional Sentence Summons
 - Requirements
 - Format
 - Process

- ❖ Appeals and Reviews
 - Differences between appeals and reviews
 - Processes

METHODOLOGY

This course is designed to revise the basic rules relating to Civil Litigation in the High Courts and to put these into practice. It requires a large degree of learner participation both orally and textually.

