

Checklist

Applications for leave to appeal		Provision
Must be brought within one month after refusal of leave by <i>court a quo</i> (date of judgment or order refusing leave).		s 17(2)(b)
NB: <i>Dies non</i> (16 December - 15 January) are not applicable to applications as period for lodging is not governed by rules (see r 1(2)(b) referring to 'period on terms of these rules').		
Must be served on respondent(s) and optionally on Registrar of <i>court a quo</i> .		Uniform Rules r 4
Must be lodged with Registrar of SCA in triplicate (original plus two copies).		r 6(1)
If longer than ten pages, must be printed and copied double-sided.		direction para 3(a)
Should not exceed 30 pages in length.		r 6(5)(b)(iii)
Annexure of judgment and court order of <i>court a quo</i> appealed against (in criminal cases the judgment must include on conviction and sentence).	Provided that Registrar may extend the period for the filing of a copy of the judgment or judgments for a period not exceeding one month on written request.	r 6(2)
Annexure of judgment and court order refusing leave to appeal.		r 6(2)
Binding by plastic ring-binder is appreciated by court.		Practice
Where judgment and order refusing leave cannot be obtained, a letter from Registrar of <i>court a quo</i> certifying date of such Order will be sufficient.		direction para 1
Where it is not possible to lodge original application on last day, copy is sufficient, but the original must be lodged within ten days thereafter.		r 4(1)(b)
NB: Where it is not possible to lodge copy of application on last day for lodging, application for condonation must be done, failing which application lapses.		r 12(6)
Answer		
Must be served and lodged within one month after service of the application.		r 6(3)
Lodged in triplicate (original plus two copies).		r 6(3)
If longer than ten pages, must be printed and copied double-sided.		direction para 3(a)
Should not exceed 30 pages in length.		r 6(5)(b)(iii)
Binding by plastic ring-binder is appreciated by court.		Practice
Where it is not possible to lodge original affidavit on last day, copy is sufficient, but the original must be lodged within ten days thereafter.		r 4(1)(b)
Where it is not possible to lodge copy of affidavit on last day for lodging, application for condonation must be done for non-compliance with rules, failing which a determination may be made in the absence of the answer.		r 12(6)
Reply		
Must be served lodged within ten days after service of answer.		r 6(4)
Must strictly deal with new matters raised in answer.		r 6(4)
Lodged in triplicate (original plus two copies).		r 6(3)
Should not exceed ten pages in length.		r 6(5)(b)(iii)
Binding by plastic ring-binder is appreciated by the court.		Practice
Where it is not possible to lodge original affidavit on last day, copy is sufficient but the original must be lodged within ten days thereafter.		r 4(1)(b)
Where it is not possible to lodge copy of application on last day for lodging, application for condonation must be done for non-compliance with rules, failing which a determination may be made in the absence of the reply.		r 12(6)