



CaseLines Training

2-hour session (once-off)

ABOUT THE COURSE

The Course is designed for Legal Practitioners who wish to comply with the directives of the Superior Courts. The designers of the Course led a team responsible for the Digitization of the Gauteng Divisions and Development of the processes that led to the Digital Filing Directives.

In order to take advantage of Digital Filing, legal practitioners not only need to be competent in the usage of the Digital Filing Platform (Currently in CaseLines) but also the Digital Filing Processes. A severe limitation in understanding Digital Filing Processes may hamper a legal practitioner from effectively utilizing the new Court Processes to the advantage of their clients.

THE COURSE EQUIPS THE LEGAL PRACTITIONER WITH:

- Overview of the Digital Filing Platform
- The Digital Filing Processes
- Effective Bundle Creation
- Exchange of Pleadings
- Quality Assurance of Applications
- Digital Presentation of Cases

COURSE OVERVIEW

The High Court Digital Filing Platform is a Process agnostic platform where litigants should feel comfortable executing their obligations to their clients effectively without the delay that luminates from the lack of clarity on compliance and understanding the High Court processes in the Platform.

Digital Filing Processes and Compliance

- Manage Duplicate files
- Correct usage of Case Templates
- Creating the different types of Cases
- Handling a Digital File in the Platform
- Editable features for Prefixing and Displaying Cases
- Correct Sectioning
- Layout of the Case Bundle for the different types of Cases (Default Judgements, Civil Trials etc)
- The Digital Indexing and Pagination
- Exchanging of Pleadings amongst multiple Parties using the correct Section flow in the Platform
- Flashing out key documents
- Digital Application for Trial Dates, default Judgements, Taxation and more
- Communicating tools in the Platform
- Digital Case Enrolment

Advanced Bundle Creation and Case Presentation

- Managing Case Management Cases
- Putting together Commercial Cases
- Handling Multiple Linked Cases
- Creating and Managing Multiple Case Bundles
- Navigating a Digital Case Bundles
- Notes and Page Direction for Case Flow*
- Remote Digital Case Collaboration
- Tagging and Colour Filter
- Digital Case Presentation for in Court and Virtual Court
- Presenting additional evidence during Case Hearing

MANDY MACHIA COURSE FACILITATOR



CaseLines training is conducted by Mandy Machia. Mandy is certified in CaseLines and has been involved with the conceptualization of the Digitization of the High Courts through the deployment of CaseLines. She led the team that sort to marry the Rules of Court with the modern world of Digital Filing. She designed and developed the Digital Filing Processes for the Supreme Court of Appeals, the Gauteng Divisions and the linkages to the Lower Courts. Her work culminated in the promulgation of the Digital Filing Directive in the Gauteng Divisions that underpinned the Court Operations from the beginning of the Covid 19 pandemic to date.

She has been responsible for the training of Judges, Acting Judges, Chief Registrars and Court Staff on executing Court Operations using a Digital Filing System (CaseLines).

Mandy has been the Process and Support Lead for the implementation of CaseLines in the Gauteng Division, and introduction of the same solution to other Divisions including the Supreme Court of Appeal.

In her Role as a Snr Project Analyst, she was tasked with working with Law Societies in facilitating the compliance to the Directive by Attorneys. She ran several conferences with Law Societies to acquaint them and their members to the new rules of digital filing in the High Court.

Mandy has trained senior personnel and transformed organizations to embrace the digitization of the work place.

The training takes place on Tuesdays (for attorneys) and Thursdays (for advocates) each week. Once you have registered and made the payment, Mandy will get in touch with you to secure your training date.

TRAINING COST:

R650 per two-hour training session.

For any further information, contact:

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