

# MAGISTRATES COURT CODES

Process Ref Key	Name	Rate	Scaled Rates				
			A Rate	A <= Amt	B Rate	B <= Amt	C Rate
100	Drawing of documents	R19					
101	Necessary service	R12					
102	Perusing documents	R7					
103	Copying charge	R3					
104	Letter of Demand (Registered)	R29					
105	Summons (unopposed)		R98	R12000	R327	R50 000	R485
106	Judgment (Unopposed)		R98	R12000	R250	R50 000	R408
107	Notice ito Rule 12(2)	R47					
108	Notice ito Rule 54(1)	R47					
109	Affidavit or Certificate (Unopposed)	R19					
111	Registered letter to debtor (Unopposed) S57(1) or (3) or S58(2)	R30					
112	Consent S57	R79					
113	Consent S58	R79					
114	Taking Instructions (Opposed)		R394	R7000	R525	R50 000	R630
115	Summons (Opposed)		R198	R7000	R275	R50 000	R329
116	Appearance (Opposed)		R33	R7000	R33	R50 000	R40
117	Notice under rule12(1)(b)(2) (Opposed)		R33	R7000	R33	R50 000	R40
118	Plea (Opposed)		R198	R7000	R275	R50 000	R329
119	Claim in Reconvension (Opposed)		R198	R7000	R275	R50 000	R329
120	Reply (Opposed)		R198	R7000	R275	R50 000	R329
121	Production of documents for inspection (Opposed)		R117	R7000	R117	R50 000	R140
122	Copy of service (Opposed)		R3	R7000	R3	R50 000	R3
123	Recording of statements by witnesses		R468	R7000	R468	R50 000	R560
124	Notice of trial or reinstatement		R33	R7000	R33	R50 000	R40
125	Preparing for trial if counsel not employed		R656	R7000	R893	R50 000	R1071
126	Attendance and Settlement negotiations		R468	R7000	R468	R50 000	R560
127	Attending court during trial (counsel not employed)		R468	R7000	R468	R50 000	R560
128	Attending court during trial (counsel employed)		0.00	R7000	R188	R50 000	R224
129	Attending pre-trial conference		R468	R7000	R468	R50 000	R560
130	Attending court to hear reserved judgment		R92	R7000	R92	R50 000	R112
131	Correspondence sent (Opposed)		R19	R7000	R19	R50 000	R23
132	Correspondence received (Opposed)		R12	R7000	R19	R50 000	R23
133	Attendances (Opposed)		R12	R7000	R19	R50 000	R23
134	Telephone call (Opposed)		R12	R7000	R19	R50 000	R23
135	Telephone Consultation (Opposed)		R396	R7000	R396	R50 000	R480
136	Consultation (Opposed)		R468	R7000	R468	R50 000	R560
137	Refresher fee		R408	R7000	R578	R50 000	R693
138	Travelling time (Opposed)		R316	R7000	R316	R50 000	R380
139	Subsistence and travelling expenses (Opposed)						
197	Other documents (Opposed)	R19					
198	Waiting at court		R316	R7000	R316	R50 000	R380

Process Ref Key	Name	Rate	Scaled Rates				
			A Rate	A <= Amt	B Rate	B <= Amt	C Rate
142	Attending court: unopposed (Counsel employed)		R468	R7000	R468	R50 000	R560
143	Attending court: opposed (Counsel employed)		0.00	R7000	R188	R50 000	R224
144	Preparing for trial when opposed		R408	R7000	R485	R50 000	R581
145	Consultations and Settlement Negotiations when opposed		R468	R7000	R468	R50 000	R560
200	Bill of Costs						
201	Attending taxation						
146	Attending on review of taxation	R468					
202	Notice of application for review of taxation and service	R19					
203	Affidavit for taxation	R19					
147	Warrant of Execution	R79					
148	Warrant of Execution - Reissue	R33					
149	Release of immovable property attached	R98					
150	Sale in Execution: immovable property	R250					
204	Notice of sale ito rule 41(8) or rule 43(6)/ Conditions of sale ito rule 43(7)	R19					
151	Sale in Execution: movable property	R150					
152	Security for Restitution	R65					
153	Instructions for exception or application (Counsel Employed)	R117					
154	Instructions on Trial (Counsel employed)	R145					
205	Drawing brief on exception or application (Counsel employed)	R19					
206	Drawing brief on trial (Counsel employed)	R19					
140	Instructions to make application		R98	R7000	R198	R50 000	R236
141	Instructions to make application for liquidation of close corporation, perusal of all documentation and consideration of merits and all necessary consultations		R485	R7000	R485	R50 000	R581
155	Attending consultation with counsel	R188					
156	Fees to Counsel: With brief to argue exception or application	R578					
157	Fees to Counsel: With trial brief for the first day not exceeding R1640	R1640					
158	Fees to Counsel: Travelling allowance	R3					
159	Fees to Counsel: Necessary consultation	R468					
160	Fees to Counsel: Refresher	R985					
161	Fees to Counsel: Drawing up pleadings	R263					
162	Miscellaneous: obtaining certified copy of judgment	R60					
163	Miscellaneous: obtaining payment in terms of rule 18(4)	R40					
207	Request for Security in terms of rule 62(1)	R19					
208	Furnishing Security in terms of rule 62(1)	R19					
199	Drawing up of all documents, affidavits, applications and notices, orders etc	R19					
164	S65a(1) Notice		R165	R1000	R250	R2000	R296
167	Warrent of Arrest	R65					

Process Ref Key	Name	Rate	Scaled Rates				
			A Rate	A <= Amt	B Rate	B <= Amt	C Rate
168	Emoluments Attachment Order	R131					
169	Reissue (certificates included)	R105					
170	Notice ito Rule 38	R65					
171	Certified extract of Judgement	R65					
172	Affidavit or certificate by the judgment creditor or his or her Attorney	R47					
173	Registered letter to debtor ito S65A(2), S65E(6) or S65J(2)	R30					
174	Acknowledgement of Debt	R79					
175	Certificate order ito S65	R47					
176	Attending postponed proceedings in terms of section 65E(3) of the act or attending proceedings at court pursuant to the arrest of a judgment debtor, director or officer or pursuant to a notice referred to in 65A(8) (b)	R65					
177	Subpoena: Drawing up a subpoena	R19					
178	Subpoena: Necessary attendance	R12					
179	Correspondence (S65)	R19					
180	Attendances (S65)	R19					
181	Telephone call (S65)	R19					
182	Application for Garnishee Order in terms of S72		R98	R200			R210
184	Obtaining certified copy of a judgment	R60					
185	Application for an order of execution against the garnishee	R60					
186	Garnishee Order	R79					
187	Instructions to apply for administration order (S74)		R117	10	R165	20	R263
188	Instructions on application under section 74Q (1) or to oppose such application or the granting of administration order		R93	10	R93	20	R93
189	Application for administration order or review thereof and affidavit (S74)		R165	10	R165	20	R165
190	Copies of application, affidavit and annexure for creditors (S74)		R3	10	R3	20	R3
191	Perusal of application and other documents served (S74)		R7	10	R7	20	R7
192	Attending court: Postponement or setting aside (S74)		R44	10	R44	20	R44
193	Attending court: On any other hearing (S74)		R93	10	R177	20	R177
194	Information furnished to creditor (S74)		R12	10	R12	20	R12
195	Furnishing of a copy of the debtor's statement of affairs (S74)		R2	10	R2	20	R2
196	Correspondence and Attendances (S74)		R19	10	R19	20	R19

# HIGH COURT CODES

Process Ref Key	Name	Base Amount (2010)
5	Consultation with client and witness to institute or defend action by attorney	R852
6	Consultation with client and witness to institute or defend action by candidate attorney	R260
7	Consultation to note, prosecute or defend an appeal by attorney	R852
8	Consultation to note, prosecute or defend an appeal by candidate attorney	R260
9	Attendance to Court at proceedings in terms of rule 37 by Attorney	R852
10	Attendance by a candidate attorney to assist in contested proceeding	R260
11	Conference with advocate by attorney	R852
12	Conference with advocate by candidate attorney	R260
13	Other conference which the taxing officer may consider necessary by attorney	R852
14	Other conference which the taxing officer may consider necessary by candidate Attorney	R260
15	Inspection in situ by attorney	R852
16	Inspection in situ by candidate attorney	R260
17	Attending to give or take disclosure by an attorney	R852
18	Attending to give or take disclosure by a candidate attorney	R260
19	Inclusive fee for necessary consultations and discussions with a client, witness, other party or advocate by an attorney	R852
20	Inclusive fee for necessary consultations and discussions with a client, witness, other party or advocate by a candidate attorney	R260
23	Time spent travelling by an attorney	R852
24	Time spent travelling by a candidate attorney	R260
21	Appearance by an attorney in court or the performance by an attorney of any other functions of an advocate	
25	Drawing up of formal statements, affidavits, witness statements, powers of attorney and prescribed forms etc, inclusive tariff per page	R85
26	Drawing up other necessary documents such as instructions, further particulars, particulars of claim and other important documents, inclusive tariff per page	R213
27	Drawing up letters, telegrams and facsimiles, inclusive tariff per page	R85
28	Attending receipt of material document necessary for conduct of action, per page	R43
29	Sorting and arranging and paginating pages by an attorney	R852
30	Sorting and arranging and paginating pages by a candidate attorney	R260
31	Making copies	R2
32	Attending to arrange translation and thereafter to procure same by an attorney	R852
33	Attending to arrange translation and thereafter to procure same by a candidate attorney	R260
34	Necessary telephone calls by an attorney	R852
35	Necessary telephone calls by a candidate attorney	R260
39	Sending facsimile letters - actual cost of sending	
40	Testimony - expenses duly Incurred	
36	Drawing bill of costs - 8.88% of Fees	
41	Attending taxation (10.60% of first R10 000, 5.10% of next R10 000 and 2.12% of the balance of bill)	
37	Drafting, issuing and execution of a warrant of execution and attendance (excluding sheriff fees)	R425
38	Reissue of warrant of execution	R107

Magistrate court rates are correct as at 28 January 2011. High court rates are correct as at 16 July 2010.