



REPUBLIC OF SOUTH AFRICA

**FORM 2  
NOTICE TO SUBMIT AN ACTION ALREADY INSTITUTED IN THE COURT OR  
MAGISTRATE'S COURT IN TERMS OF SECTION 3(1) (a) (ii) OF THE COURTS  
FOR SHORT PROCESS AND MEDIATION IN CERTAIN CIVIL CASES ACT 103  
OF 1991**

Revenue Stamp

Case No. ....

In the Court for Short Process/Magistrate's Court for .....

held at .....

To: THE CLERK OF THE COURT

.....

You are hereby notified that the undermentioned parties have agreed to submit their dispute to mediation proceedings and the Court/Magistrate's Court is requested to adjourn the action for such mediation proceedings.

..... Plaintiff  
and

..... Defendant

**Address of Plaintiff**

**Address of Plaintiff's Legal Representative**

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.....  
.....

Tel. No.....

Tel. No.....

Fax No.....

Fax No.....

**Address of Defendant**

**Address of Defendant's Legal Representative**

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Tel. No.....

Tel. No.....

Fax No.....

Fax No.....

**Exposition of the dispute to be submitted to mediation**

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Dated at..... this ..... day of ..... year .....

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*Signature of Plaintiff/Defendant or Plaintiff's/Defendant's  
Legal Representative*

Request considered on ..... by the Court/Magistrate's Court

Result: .....  
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.....

ADJUDICATOR FOR SHORT PROCESS/MAGISTRATE