



OFFICE OF THE CHAIRPERSON

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09 October 2024

CIRCULAR NO 4 OF 2024

TO:

- SHERIFFS
- ALL VOLUNTARY PROFESSIONAL ORGANISATIONS AND ANY OTHER ASSOCIATION REPRESENTING SHERIFFS AND DEPUTIES
 - South African Sheriff Society (SASS)
 - South African National Association of Progressive Sheriffs (SANAPS)
 - Deputy Sheriffs Forums

RE: OUTSTANDING AMOUNTS OWED TO SHERIFFS BY ATTORNEYS

1. The South African Board for Sheriffs (“SABFS”) is aware of the growing concern regarding unpaid fees owed to sheriffs by attorneys for services rendered. In an effort to address this matter and facilitate appropriate action, we request your cooperation in providing detailed information on all outstanding amounts owed by attorneys in your respective areas. You are therefore requested to submit the following information to the Board:

- 1.1. List of Attorneys Owing: Please compile and submit a list of attorneys with outstanding balances owed to your office. This list should include:
- 1.1.1. Name of sheriff and relevant place or area of appointment;
 - 1.1.2. Full name of the attorney or legal firm;

- 1.1.3. Contact details of the attorney or firm;
 - 1.1.4. The total amount outstanding.
 - 1.2. Age Analysis of Outstanding Invoices: In addition to the list of attorneys, kindly provide an age analysis of the outstanding amounts. This should categorise the amounts based on the duration they have been unpaid:
 - 1.2.1. 30 days;
 - 1.2.2. 60 days;
 - 1.2.3. 90 days;
 - 1.2.4. 120 days and beyond.
 - 1.3. Matters referred to Court for Non-payment: If any matters have already been referred to court due to non-payment, please submit the details of these cases, including:
 - 1.3.1. Case number;
 - 1.3.2. Date of referral to Court;
 - 1.3.3. Current status of the case.
 - 1.4. Deadline for Submission: The requested information must be submitted to the SABFS by 31 October 2024.
 - 1.5. Submission Process: Please forward the requested information to the following email address: submissions@sheriffs.org.za.
2. We urge all sheriffs to ensure that the information submitted is accurate and comprehensive to assist in resolving this issue effectively. Thank you for your cooperation in this matter.
3. Please be guided accordingly.

THANK YOU

SOUTH AFRICAN BOARD FOR SHERRIFS