



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Court Messenger Program

Custom Courses / Administration and Secretarial

Unit Standard AATICD-0021 · NQF Level 5 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips court messengers with the practical skills and legal knowledge required to execute court orders, serve legal documents, and manage administrative tasks efficiently within the South African judicial system. Participants will learn to navigate court protocols, handle sensitive documents, and maintain professionalism in all interactions.

Category	Custom Courses
Subfield	Administration and Secretarial
Unit Standard	AATICD-0021
Accreditation	SAQA Accredited · NQF Level 5 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the correct procedures for serving legal documents in compliance with South African law.
- Execute court orders and warrants with accuracy and adherence to legal protocols.
- Apply effective communication and conflict resolution skills when interacting with the public and court officials.
- Manage administrative tasks, including record-keeping and filing of returns of service.
- Analyze and interpret legal documents to determine appropriate actions and timelines.
- Demonstrate professionalism and ethical conduct in all court-related activities.

WHO SHOULD ATTEND

- This program is designed for individuals seeking to become court messengers or those already in the role who wish to formalize their skills.
- It is also suitable for administrative staff in legal firms or government departments involved in document service and court procedures.

COURSE OUTLINE

Day 1: Foundations of Court Messaging and Legal Documentation

- Introduction to the South African court system and hierarchy
- Role and ethical duties of a court messenger
- Types of legal documents: summonses, subpoenas, court orders, warrants
- Legal requirements for service of process (Rule 4 of the Uniform Rules of Court)
- Confidentiality and data protection principles
- Record-keeping: logs, affidavits of service, and returns of service
- Professional conduct and communication with court officials and the public
- Overview of the day's practical activities

Day 2: Practical Service Techniques and Documentation

- Step-by-step service procedures for summonses, subpoenas, and court orders
- Substituted service: when and how to apply
- Service by publication: requirements and process
- Completing returns of service and affidavits
- Time management and route planning for multiple services
- Dealing with difficult situations: refusal, evasive parties, and safety
- Use of technology: GPS tracking, electronic logging, and mobile apps
- Practical exercises in mock service scenarios

Day 3: Advanced Procedures, Compliance, and Integration

- Urgent applications and interim orders: service timelines and methods
- Service across provincial borders and into other countries
- Common errors in service: how to avoid them
- Court filing procedures and integration with case management systems
- Review of legal updates and case law affecting court messengers
- Ethics and professional development: continuing education
- Mock assessments and feedback
- Final practical integration exercise

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 18,800.00	R 18,800.00
1	In-House	R 24,500.00	R 24,500.00
1	On-Campus (Pretoria)	R 28,100.00	R 28,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Durban, South Africa
12 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	19 Aug 2026	On-Campus	Shenzhen, China
18 Aug 2026	20 Aug 2026	On-Campus	Harare, Zimbabwe
25 Aug 2026	27 Aug 2026	On-Campus	Bangkok, Thailand
26 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0021) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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