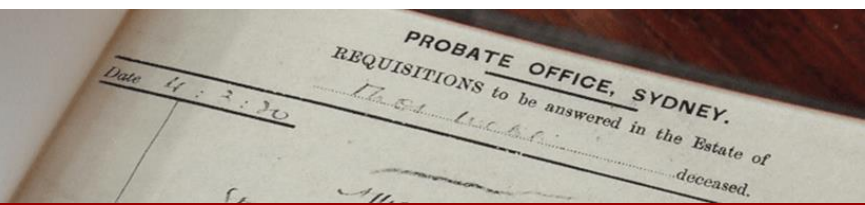




Supreme Court
of New South Wales



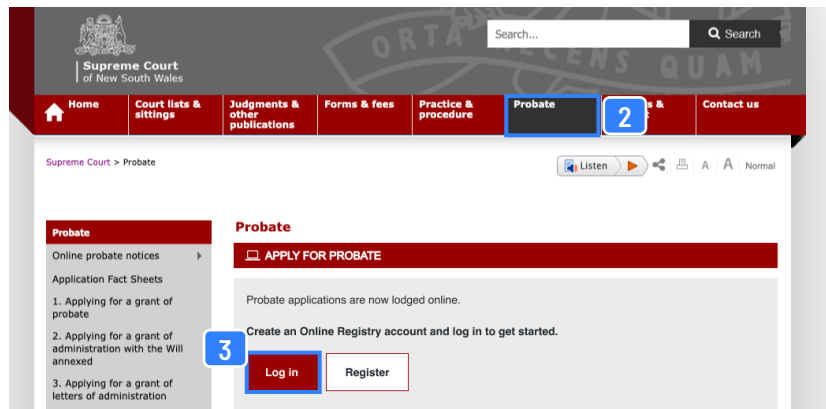
Probate Overview

Quick Reference Guide

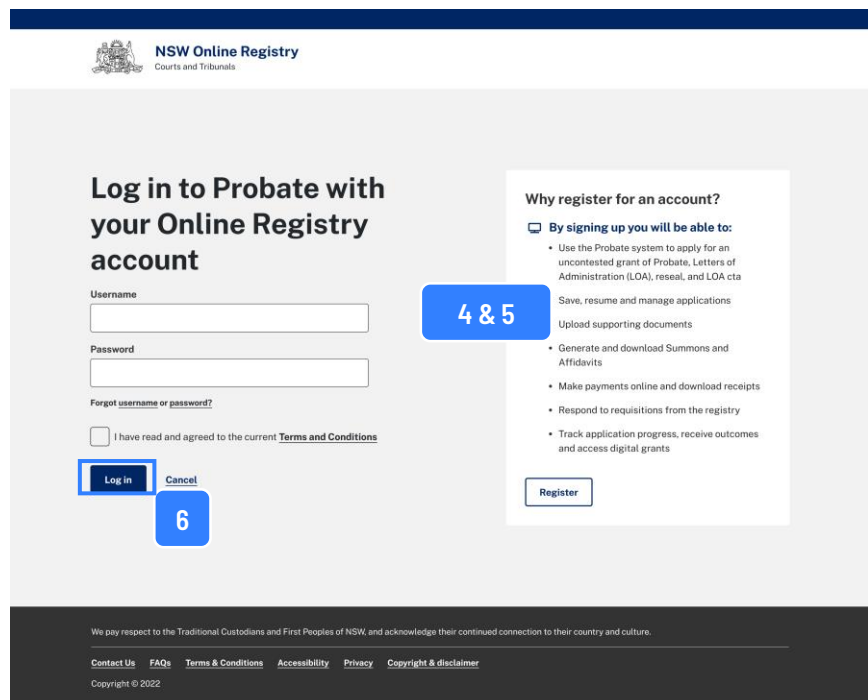
Probate Overview

- Log in

1. Go to supremecourt.justice.nsw.gov.au
2. Select the **Probate** tab
3. Click **Login**



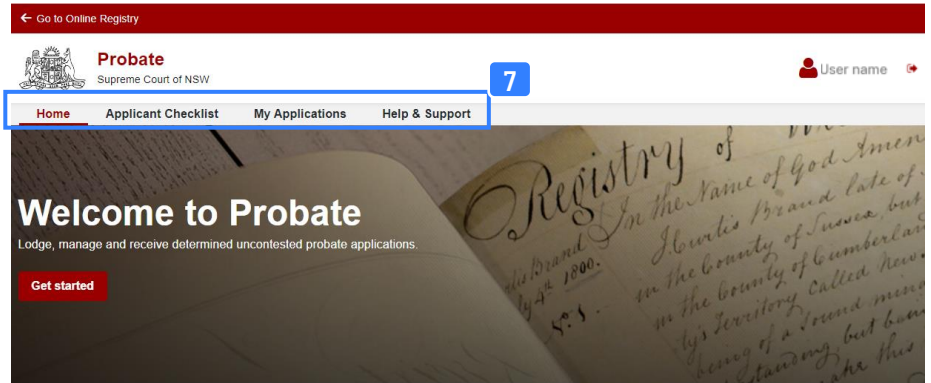
4. Enter Online Registry user name
5. Enter password and agree to terms and conditions
6. Click **Log In**



Probate Overview

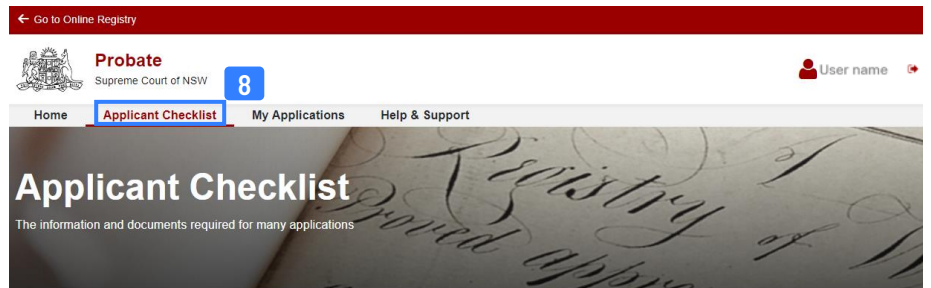
Home Page

7. When logged in and on the Home Page, you can navigate by using the relevant tabs for the relevant page



Applicant Checklist

8. Click **Applicant Checklist** to navigate to the Applicant Checklist page. Here you will find information and documents required for completing applications.



[Home](#) > [Applicant Checklist](#)

Probate Overview

Help and Support

- Click the **Help and Support** tab to access: FAQs, information on starting an application, processing times, filing fees, a glossary of terms, and next steps.

← Go to Online Registry

Probate
Supreme Court of NSW

Home Applicant Checklist My Applications **Help & Support**

Help & Support

A series of instructions and frequently asked questions have been prepared to assist people making an online probate application in NSW.

Home > Help & Support

- How to start your online application**
Information on how to start an online application for a grant
[View >](#)
- Applicant checklist**
Information about the types of documents that are required for most applications
[View >](#)
- Frequently asked questions**
Answers to common questions about Online Probate processes
[View >](#)
- Processing times**
View current application processing times
- Next steps**
What to do after completing and submitting your online application
- Filing fees**
View current application filing fees

My Applications

- Click the **My Applications** tab to access and manage applications and perform functions including:
 - Starting a new application
 - Continuing a draft application
 - Check the status of an application
 - Responding to requisitions
 - Viewing an active filed application
 - Accessing applications that have been granted

← Go to Online Registry

Probate
Supreme Court of NSW

Home Applicant Checklist **My Applications** Help & Support

My Applications

Easily access and manage applications that have been started, filed or granted.

Home > My Applications

Start new application

Name of estate	Status	Filed on	
The Estate of	Under review	01/02/2023	View
The Estate of	Started	-	Continue
The Estate of	Started	-	Continue

Probate Overview

Application status

11. Check the status of an application in the Status column on the **My Applications** page.

The screenshot shows the 'My Applications' page on the Probate website. The page header includes the Probate logo and navigation links. The main content area features a table with columns for 'Name of estate', 'Status', and 'Filed on'. A blue box highlights the 'Status' column, and a blue circle with the number '11' is placed above it. The table lists various application statuses such as 'Under review', 'Granted', 'Terminated', 'Started', and 'Filed'. Each row includes a corresponding action button like 'View' or 'Continue'. A search bar and a 'Start new application' button are also visible at the top of the table area.

Name of estate	Status	Filed on	Action
The Estate of	Under review	08/03/2023	View
The Estate of	Granted	01/02/2023	View
The Estate of	Terminated	-	Continue
The Estate of	Started	-	Continue
The Estate of	Started	-	Continue
The Estate of	Filed	-	View
The Estate of	Started	-	Continue
The Estate of	Started	-	Continue
The Estate of	Started	-	Continue
The Estate of	Started	-	Continue

Probate Overview

Tool tips

12. Throughout the application there are **tool tips** that appear in the form of a red question mark symbol.

12

What is the full name of the deceased: ?

First name *

Middle name(s)

Last name *

Viewing a tool tip

13. To view **tool tips**, click on the question mark symbol. To close **tool tips**, either click the question mark or click elsewhere on the page.

13

What is the full name of the deceased: ?

First name *

Middle name(s)

Last name *

Deceased name


The deceased's name will appear on the Grant exactly as it has been entered here. This includes proper case and special characters. Ensure that the name is entered correctly before proceeding.

Probate Overview

Email notifications of requisitions

14. Requisitions are a request by a probate registrar for more information from you regarding a question or deficiency with an application. You will be notified of requisitions by way of an email notification asking you to log in to Probate to access the case.

14



Probate
Supreme Court of NSW

To

A requisition has been raised by the Registrar.

Case title:
The Estate of

Case number:
2022/00000312

A requisition is a request for clarification or further information.

Please log on to your Online Probate account to view and respond to the requisition.

[Log in to access case](#)

This is an automatically generated email. (Please do not reply)

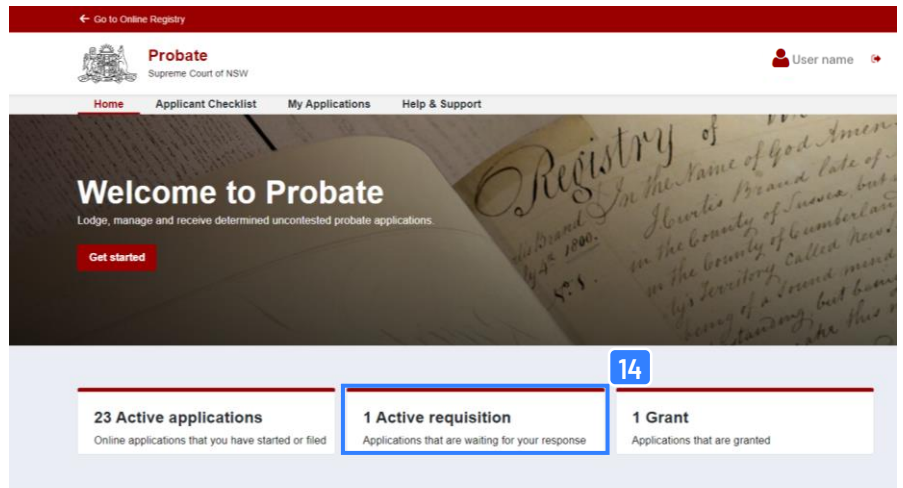
Need Help?
Visit help and support to view instructions and frequently asked questions.

[Help & Support](#)

Probate Overview

Requisitions

16. When you have logged in to Probate, you can see the number of active requisitions on the Home page summary.

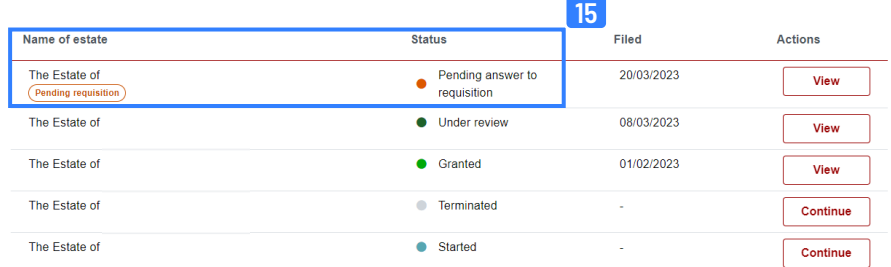


The screenshot shows the Probate Home page for the Supreme Court of NSW. At the top, there is a navigation bar with 'Go to Online Registry', the Probate logo, and a user profile icon. Below the navigation bar, there are tabs for 'Home', 'Applicant Checklist', 'My Applications', and 'Help & Support'. The main content area features a 'Welcome to Probate' message with a 'Get started' button. Below this, there is a summary of applications: '23 Active applications' (Online applications that you have started or filed), '1 Active requisition' (Applications that are waiting for your response), and '1 Grant' (Applications that are granted). A blue badge with the number '14' is positioned above the '1 Active requisition' box.

Identifying requisitions pending responses

17. Requisitions awaiting a response can also be identified in the **My applications** summary on the **Home page**. The status column will have a status of 'Pending answer to requisition'. You will also see a tag 'Pending requisition' below the estate name.

My Applications



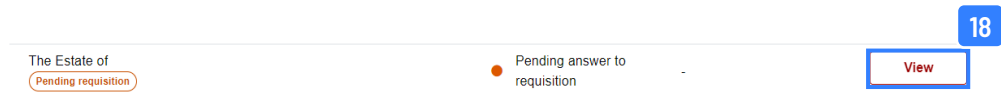
The screenshot shows the 'My Applications' table. A blue badge with the number '15' is positioned above the table. The table has four columns: 'Name of estate', 'Status', 'Filed', and 'Actions'. The first row is highlighted with a blue border and contains the following information: 'The Estate of' (with a 'Pending requisition' tag below it), 'Pending answer to requisition' (with an orange dot icon), '20/03/2023', and a 'View' button. The other rows show different statuses: 'Under review' (green dot), 'Granted' (green dot), 'Terminated' (grey dot), and 'Started' (blue dot).

Name of estate	Status	Filed	Actions
The Estate of Pending requisition	Pending answer to requisition	20/03/2023	View
The Estate of	Under review	08/03/2023	View
The Estate of	Granted	01/02/2023	View
The Estate of	Terminated	-	Continue
The Estate of	Started	-	Continue

Probate Overview

Requisitions

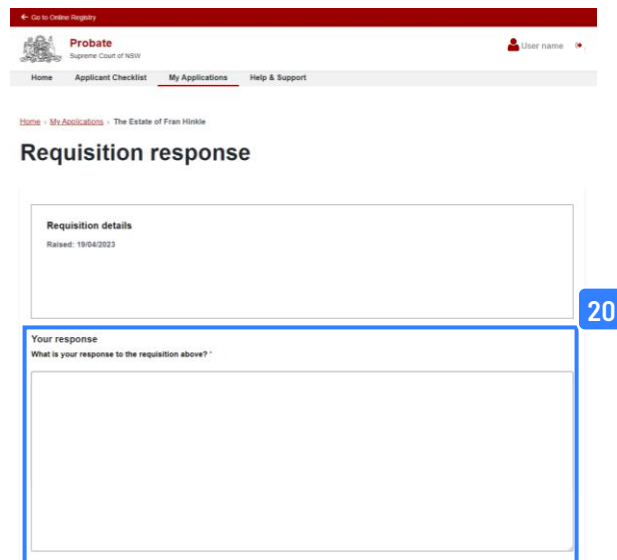
- Click **View** in the right hand column of the application pending answer to requisition.



- The **Application summary** page will open. Scroll down to the Requisitions section and click **Respond**.



- The **Requisition response** page will open. Enter your response in the **Your response** text field.



Probate Overview

Requisitions

21. In addition to the **free text** field for your response, you can also attach a supporting document using the **upload** field.

PROBATE OFFICE, SYDNEY.
REQUISITIONS to be answered in the Estate of
Date 11/3/20
The deceased.

Requisition details
Raised: 19/04/2023

Your response
What is your response to the requisition above?

If you required to supply any document, attach it here

Choose a file to upload Upload

21

Back Save as draft Submit

22. If you wish to continue writing your response at another time, click Save as draft.

Requisition details
Raised: 19/04/2023

Your response
What is your response to the requisition above?

If you required to supply any document, attach it here

Choose a file to upload Upload

22

Back Save as draft Submit

23. To submit your response click **Submit**.

If you required to supply any document, attach it here

Choose a file to upload Upload

23

Back Save as draft Submit