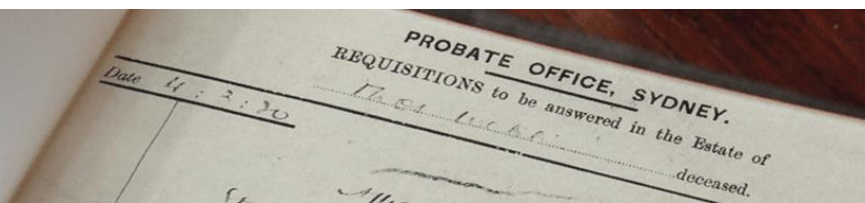




Supreme Court
of New South Wales



How to: create an Online Registry account for self-represented litigants to access Probate

Quick Reference Guide

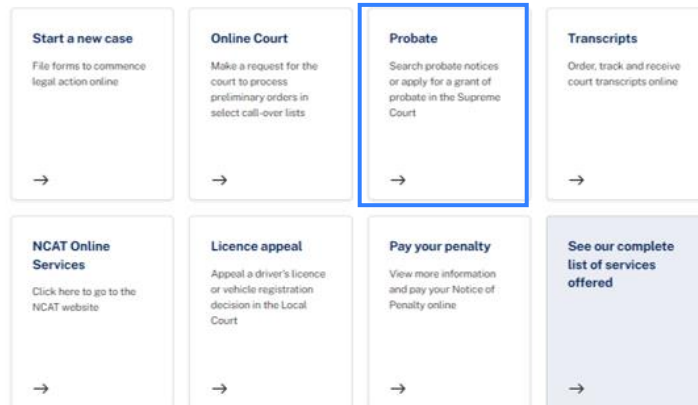
Create Online Registry Account

Complete Registration Form

1. Go to onlineregistry.lawlink.nsw.gov.au
2. Select the **Probate** tile



Browse services



3. On the **Probate** page Click **Register now**

Probate

Probate is the name of a court order that is granted by the Supreme Court of NSW. Being granted probate confirms that the:

- Will is valid
- Executor has permission to distribute the estate according to the Will.

Probate is also the name of the online system for lodging uncontested applications for a grant of probate.

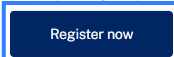
Applying for a grant of Probate

To apply for a grant of Probate, you will need to:

- Gather supporting documents
- Submit a probate application via Probate
- Respond to Requisitions from the Court

Getting started with your application

To apply for a grant you need an Online Registry account.



Create Online Registry Account

Complete Registration Form

4. Complete the following fields:
 - a. First name
 - b. Surname
 - c. Email

5. Click **Next**



Create account

An Online Registry account gives you instant access to secure case management services, 24/7, in the NSW Supreme, Land and Environment, District and Local Courts. Need [help](#) registering?

User details

* indicates a required field

You will be asked to verify your identity by providing details of 2-4 [Australian identification documents](#). You must enter your name in the fields below exactly as shown on these documents. Enter your first name and surname only.

The screenshot shows a form titled 'User details' with three input fields: 'First name*', 'Surname*', and 'Email*'. A blue box highlights these three fields, with a blue '4' next to it. Below the fields is a 'Next' button, with a blue '5' next to it.

6. Select **I am representing myself**
7. Select **I am an individual representing myself**



Create account

Which of these best describes you? ·

The screenshot shows a form titled 'Which of these best describes you?' with a dropdown menu and radio button options. The dropdown menu is open, showing four options: 'I am from a legal practice', 'I am from a business or government', 'I am representing myself', and 'I am an individual representing myself'. The 'I am representing myself' option is selected, with a blue '6' next to it. Below it are three radio button options: 'I am an individual representing myself', 'I am a sole trader', and 'I am a partner in a business that is not a PTY company'. The 'I am an individual representing myself' option is selected, with a blue '7' next to it.

Create Online Registry Account

Complete Registration Form (cont')

8. Select the checkbox to accept the terms

I am representing myself

I am an individual representing myself

I am a sole trader

I am a partner in a business that is not a proprietary company

I will only access cases and make transactions on cases for which I am a party to the case (including as a sole trader or small business owner).

9. Complete the following fields:
- Date of Birth
 - Residential Address

10. Click **Next**

Please complete the details below:

Date of Birth*

DD/MM/YYYY

Residential Address*

Back Next

11. Create a valid password for your online account

Password* * Indicates a required field

Please create a password. Passwords must contain at least 7 characters and at least one upper case character (A-Z); at least one lower case character (a-z); and at least one number (0-9). For example: Smiths9

Re-type password*

12. Select 2 secret questions

13. Type your answers to each of the secret questions

Secret questions

Please select or create two secret questions. You will be asked these if you forget your password.

Secret question 1*

- Select one -

Your answer*

Secret question 2*

- Select one -

Your answer*

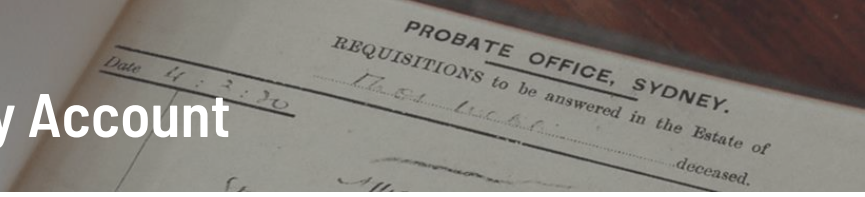
14. Select the terms and conditions checkbox

15. Click **Submit**

I agree to the NSW Online Registry [terms and conditions](#)

Back Submit

Create Online Registry Account



Verify Your Email Address

16. Your username and verification code will be sent to the email address entered in step 5

NOTE: The verification code email may take up to 30 minutes to arrive. Please also check your spam or junk folders.

17. Enter the verification code provided in the email

18. Click **Validate**



Verify your email address

i An email with a verification code has been sent to paperboatdesigns@outlook.com. It may take up to 30 minutes to arrive. You can [change the email address](#) linked to your Online Registry profile if you nominated the wrong address.

19. Enter the user name received in your email
20. Enter your password
21. Select the terms and conditions checkbox
22. Click **Log In**

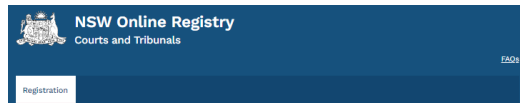
23. Select the drop to select a form of identification to verify your identity

Verify Your Identity

Create Online Registry Account

Verify Your Identity (con't)

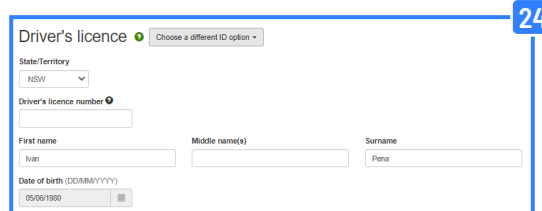
24. Complete the fields
25. Select the checkbox
26. Click **Verify these details**



Verify your identity

To verify your identity you'll need to match your details against 2-4 different ID sources.

Get started with your first ID source below.

The image shows a form for verifying identity using a Driver's licence. The form is titled 'Driver's licence' and includes a dropdown menu for 'State/Territory' (set to NSW), a text field for 'Driver's licence number', and three text fields for 'First name' (Ivan), 'Middle name(s)', and 'Surname' (Pena). There is also a date picker for 'Date of birth (DDMMYYYY)' set to 05/06/1980. A blue box highlights the entire form area, with the number '24' in the top right corner.

I agree that my above information is checked with the Issuer or Official Record Holder

25

Verify these details

26

27. Repeat the steps 23-26 with another form of identification
28. Your account set up is now complete