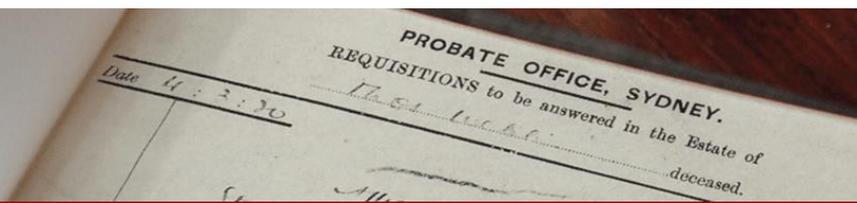




Supreme Court
of New South Wales



How to: generate affidavits and summons

Quick Reference Guide

Generate summons and affidavits

Application summary page

1. When you have completed all of the questions of the application you will reach the **Application summary** page. On this page, you can check that all of the information provided is complete and correct. When you are satisfied that the information is complete and correct, click **Next**.

The screenshot shows the 'Application summary' page for a probate application. At the top, there is a navigation bar with a 'Go to Online Registry' link, the 'Probate' logo, and the text 'Supreme Court of NSW'. Below this is a menu with 'Home', 'Applicant Checklist', 'My Applications' (highlighted), and 'Help & Support'. The breadcrumb trail reads 'Home > My Applications > The Estate of User Name'. The main heading is 'Application summary'. A warning message states: 'Please review your application carefully. You can navigate to each page and review. If you need to amend anything, please do so before you proceed. Amending the application after filing the application may incur additional fees.' Below this is a section titled 'Changing your responses' with a warning icon and text: 'Amending responses throughout this application may impact subsequent pages or even alter the course of your application. You will be required to review subsequent pages again to ensure all information provided are accurate.' The 'Review application' section contains a list of expandable items: 'About this application', 'About this application attachments', 'The deceased', 'The Will', 'The Will Attachments', 'Instituted executors', 'Instituted executor #1', 'Instituted executor #1 attachments', 'Assets', 'Liabilities', 'Net value of estate', 'Beneficiaries under Will or Codicil', 'Beneficiary #1', and 'Beneficiary #1 attachments'. Below the list is a checkbox with the text: 'I have reviewed all the pages in this application and confirm that the information provided is true and correct. This application is ready to proceed to Summons and Affidavits.' At the bottom, there is a question: 'Are you aware of any circumstances which raise doubt as to your entitlement to a grant of probate of the will of User Name?' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. At the bottom right, there are three buttons: 'Back', 'Save', and 'Next' (highlighted with a blue box and a '1' in a blue circle).

Generate summons and affidavits

Summons and Affidavits page

2. The **Summons and Affidavits** page is where you will generate affidavits of the executor(s) or administrator(s) and the Summons for your application. The main page contains a summary section with details about your application. The summary lists estate details including information about the deceased, testamentary documents, applicants and the value of the Estate.

← Go to Online Registry

Probate
Supreme Court of NSW

Brian French

Home Applicant Checklist My Applications Help & Support

Home > My Applications > The Estate of User Name

Summons and Affidavits

Not filed		
The Estate of User Name, late of BURWOOD, NSW, 2134		
Started		
Date of death	Date of Will	Applicants
12/03/2020	01/02/1990	Instituted Executor
Occupation	Number of codicil(s)	
Author	0	
Gross value	Number of informal document(s)	
\$1,005,000.00	0	
Net value		
\$855,000.00		

Step 1: Generate Summons and Affidavits

- No Summons generated
- 0/1 Affidavits generated

Generate Summons and Affidavits

Step 2: Upload signed Summons

- No Summons uploaded

Upload Summons

Step 3: Upload Affidavit of executor/administrator

- 0/1 Affidavits uploaded

Upload Affidavits

Back Payment

Generate Summons and Affidavit

3. Below the summary section you will see a list of steps. **Step 1** is Generate Summons and Affidavits. Click **Generate Summons and Affidavits** to proceed.

Step 1: Generate Summons and Affidavits

- No Summons generated
- 0/1 Affidavits generated

Generate Summons and Affidavits

Generate summons and affidavits

Summons and affidavits generation page

4. On the **Generate Summons and Affidavits** page there are a series of steps, the first step is **Generate Summons**. Click **Generate Summons** to proceed.

← Go to Online Registry

Probate
Supreme Court of NSW

Brian French

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

Home > My Applications > The Estate of User Name

Generate Summons and Affidavits

Step 1: Generate Summons
Generate a Summons for **4** Estate of User Name, by selecting the button below.

Generate Summons

Summons generated

5. A green pop up success message will appear with the message: **Summons has been saved successfully**.

← Go to Online Registry

Probate
Supreme Court of NSW

Brian French

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

Home > My Applications > The Estate of User Name

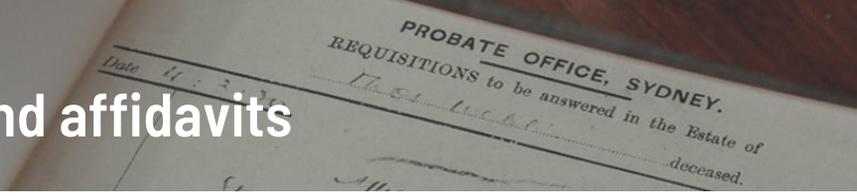
Generate Summons and Affidavits

Step 1: Generate Summons
Generate a Summons for the Estate of User Name, by selecting the button below.

Generate Summons

No.	Name	Actions
#1	Summons for the Estate of User Name	Download Remove

Generate summons and affidavits



Summons in document list box

- The generated Summons will appear in a document list box below the **Generate Summons** button.

Generate Summons and Affidavits

Step 1: Generate Summons
Generate a Summons for the Estate of User Name, by selecting the button below.

[Generate Summons](#)

No.	Name	Actions
#1	Summons for the Estate of User Name	Download Remove

Download summons to print and sign

- Click **Download** to download the generated summons, print and sign.

Generate Summons and Affidavits

Step 1: Generate Summons
Generate a Summons for the Estate of User Name, by selecting the button below.

[Generate Summons](#)

No.	Name	Actions
#1	Summons for the Estate of User Name	Download Remove

Generate summons and affidavits

Remove generated summons

- To remove a generated summons, click **Remove**. Removal of the summons is necessary if you wish to generate a new summons. This may be due to changing answers in your application.

← Go to Online Registry

Probate
Supreme Court of NSW

Brian French

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

Home > My Applications > The Estate of Jalen Hurts (LOA cta)

Generate Summons and Affidavits

Step 1: Generate Summons
Generate a Summons for the Estate of Jalen Hurts (LOA cta), by selecting the button below.

Generate Summons

No.	Name	Actions
#1	Summons for the Estate of Jalen Hurts (LOA cta)	Download 8 Remove

Confirm removal of summons

- You will be asked to confirm that you want to remove the Summons. Click **Yes** to proceed or **No** to cancel.

← Go to Online Registry

Probate
Supreme Court of NSW

Brian French

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

Home > My Applications > The Estate of Jalen Hurts (LOA cta)

Generate Summons and Affidavits

Step 1: Generate Summons
Generate a Summons for the Estate of Jalen Hurts (LOA cta), by selecting the button below.

Generate Summons

! Are you sure you want to remove this record?

No **Yes**

No.	Name	Actions
#1	Summons for the Estate of Jalen Hurts (LOA cta)	Download Remove

Generate summons and affidavits

Generate Affidavit(s)

- The second step is **Generate Affidavits**. Select the Executor(s) or Administrator(s) and Click **Generate Affidavits** to proceed. If you are creating multiple affidavits select the relevant Executor(s)/Administrator(s) and repeat this step. The Court's preference is for a single common Affidavit to be provided.

Step 2: Generate Affidavits

Generate the Affidavit of executors/administrators for the Estate of User Name, by selecting the button below. You can generate an individual Affidavit by selecting only one executor/administrator. The Court's preference is for a single common Affidavit to be provided. Individual Affidavits should only be provided where one or more executors/administrators are unable to provide joint evidence. If there is any issue with your affidavit you may edit your responses to the questions to rectify, however you will need to generate your affidavit again before signing and uploading

- Instituted Executor One
- Instituted Executor Two

Generate Affidavit

Successful affidavit generation

- A green pop up success message will appear with the message: **Affidavit has been saved successfully.**

The screenshot shows the Probate Office Sydney website interface. At the top, a green notification box displays the message "Affidavit has been saved successfully". Below this, the user is logged in as "Brian French". The main content area is titled "Generate Summons and Affidavits" and is divided into two steps:

- Step 1: Generate Summons**: A button labeled "Generate Summons" is visible. Below it is a table with one row: "Summons for the Estate of User Name".
- Step 2: Generate Affidavits**: Two checkboxes are selected: "Instituted Executor One" and "Instituted Executor Two". A button labeled "Generate Affidavit" is visible. Below it is a table with one row: "Instituted Executor One, Instituted Executor Two".

At the bottom of the page, there are "Back" and "Next" buttons.

Generate summons and affidavits

Download affidavit(s) to print and sign

12. Click **Download** to download the generated affidavit(s), check the document, print and sign.

Step 2: Generate Affidavits

Generate the Affidavit of executors/administrators for the Estate of User Name, by selecting the button below. You can generate an individual Affidavit by selecting only one executor/administrator. The Court's preference is for a single common Affidavit to be provided. Individual Affidavits should only be provided where one or more executors/administrators are unable to provide joint evidence. If there is any issue with your affidavit you may edit your responses to the questions to rectify, however you will need to generate your affidavit again before signing and uploading

Instituted Executor One
 Instituted Executor Two

Generate Affidavit

No.	Name	Actions
#1	Instituted Executor One, Instituted Executor Two	12 Download Remove

Back **Next**

Print, sign and/or duly execute the documents

13. Print your generated documents. Sign the summons. Execute the affidavit in accordance with the instructions on the last page of the affidavit.

13

#SWORN #AFFIRMED at

Signature of deponent _____

Name of witness _____

Address of witness _____

Capacity of witness [#Justice of the peace #Solicitor #Barrister #Commissioner for affidavits #Notary public]

And as a witness, I certify the following matters concerning the person who made this affidavit (the deponent):

- #I saw the face of the deponent. [OR, delete whichever option is inapplicable]
#I did not see the face of the deponent because the deponent was wearing a face covering, but I am satisfied that the deponent had a special justification for not removing the covering.¹
- #I have known the deponent for at least 12 months. [OR, delete whichever option is inapplicable]
#I have confirmed the deponent's identity using the following identification document:

Identification document relied on (may be original or certified copy)²

Signature of witness _____

¹ [The only "special justification" for not removing a face covering is a legitimate medical reason (at April 2012).]
² [Identification documents" include current driver licence, proof of age card, Medicare card, credit card, Centrelink pension card, Veterans Affairs entitlement card, student identity card, citizenship certificate, birth certificate, passport or see [Oaths Regulation 2011](#) or refer to the guidelines in the NSW Department of Attorney General and Justice's "[Justices of the Peace Handbook](#)" section 2.3 "Witnessing an affidavit" at the following address: <http://www.jp.nsw.gov.au/Documents/jp%20handbook%202014.pdf>]

Generate summons and affidavits

Upload Summons page

14. On the **Upload Summons** page you will be asked to confirm that the Summons has been signed. To locate the relevant document, click **Please choose the file** to open your computer file manager. Note that attachments must be in pdf format.

← Go to Online Registry

Probate
Supreme Court of NSW

Brian French

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

Home > My Applications > The Estate of User Name

Upload Summons

Is the Summons for Estate of User Name, signed? *

Yes
 No

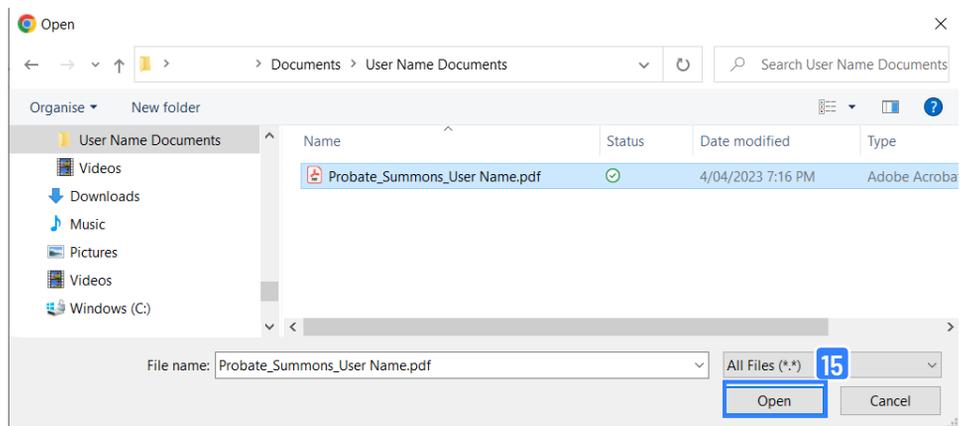
Attach copy of the signed summons *

Please choose the file Upload

Back Next

Select signed Summons file to upload

15. Use your file manager to locate the scanned signed copy of the summons and then click **Open**.



Attach copy of the signed summons *

Please choose the file Upload

Generate summons and affidavits

Upload signed Summons

- The file name will appear in the attachment field. Click **Upload**.

[Home](#) > [My Applications](#) > The Estate of User Name

Upload Summons

Is the Summons for Estate of User Name, signed? *

- Yes
 No

Attach copy of the signed summons *

Attachment uploaded successfully

- A green pop up success message saying **The attachment has been uploaded successfully** will appear. You will also see your document listed below the attachment field.

[Home](#) > [My Applications](#) > The Estate of User Name

The attachment has been uploaded successfully.

Upload Summons

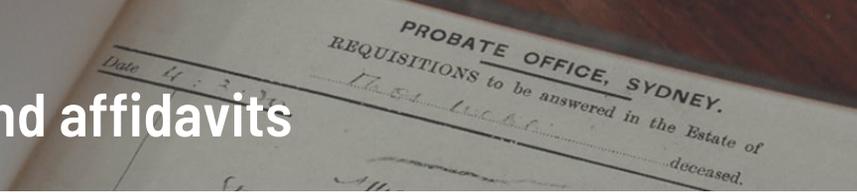
Is the Summons for Estate of User Name, signed? *

- Yes
 No

Attach copy of the signed summons *

No.	Document	Upload date	Remove
#1	Probate_Summons_User Name.pdf	8 May 2023	<input type="button" value="Remove"/>

Generate summons and affidavits



Removing an uploaded document

18. If you have uploaded the incorrect document, click the trash icon to remove.

Attach copy of the signed summons *

Please choose the file Upload

No.	Document	Upload date	Remove
#1	Probate_Summons_User Name.pdf	8 May 2023	

Continue and upload document later

19. A dialogue box will prompt you to confirm if you would like to remove the record. To remove the record, click **yes** and return to step 15.

Upload Summons

Is the Summons for Estate of Geoffrey Kovac, signed? *

Yes No

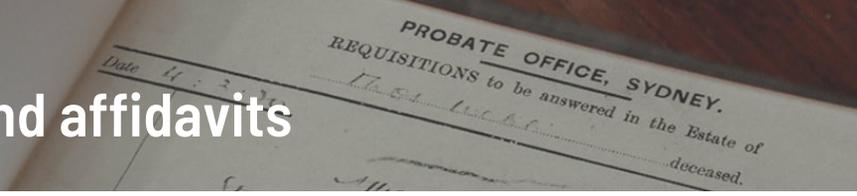
Attach copy of the signed summons *

Please choose the file Upload

No.	Document	Upload date	Remove
#1	Probate_Summons_User Name.pdf	18 May 2023	

Back Next

Generate summons and affidavits



Upload Affidavit page

20. On the **Upload Affidavit** page you will be asked to confirm that the Affidavit has been signed. To locate the relevant document, click **Please choose the file** to open your computer file manager. Note that attachments must be in pdf format.

[Home](#) > [My Applications](#) > [The Estate of User Name](#)

Upload Affidavit of Executor/Administrator(s)

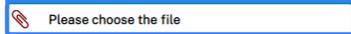
i Guide to attaching your documents:

- Only PDF files are supported;
- The maximum file size should not exceed 10MB;
- If the document you want to upload is saved as separate files, please upload one file at a time;
- If there are any documents that you don't have with you right now, you may continue your application and upload them at the end;
- Once a document is uploaded you will be able to view or remove the document;
- Note that when completing an Affidavit you need to have it duly witnessed by a Justice of the peace, Solicitor, Barrister, Commissioner for Affidavits, or a Notary public. Visit <https://www.ucprforms.nsw.gov.au> to access UCPR forms;
- If you need to upload multiple affidavits and they are all sworn by the one person, they may be contained in a single affidavit;

Upload the signed Affidavit of User Name

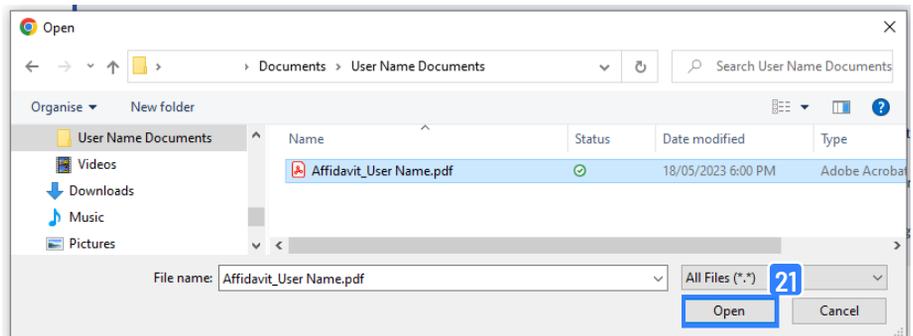
Attach copy of the signed affidavit

20



Select signed and witnessed Affidavit file to upload

21. Use your file manager to locate the scanned signed copy of the affidavit and then click **Open**.



Attach copy of the signed affidavit



Generate summons and affidavits

Upload signed and witnessed Affidavit

22. The file name will appear in the attachment field. Click **Upload**.

[Home](#) > [My Applications](#) > The Estate of User Name

Upload Affidavit of Executor/Administrator(s)

i Guide to attaching your documents:

- Only PDF files are supported;
- The maximum file size should not exceed 10MB;
- If the document you want to upload is saved as separate files, please upload one file at a time;
- If there are any documents that you don't have with you right now, you may continue your application and upload them at the end;
- Once a document is uploaded you will be able to view or remove the document;
- Note that when completing an Affidavit you need to have it duly witnessed by a Justice of the peace, Solicitor, Barrister, Commissioner for Affidavits, or a Notary public. Visit <https://www.ucprforms.nsw.gov.au> to access UCPR forms;
- If you need to upload multiple affidavits and they are all sworn by the one person, they may be contained in a single affidavit;

Upload the signed Affidavit of User Name

Attach copy of the signed affidavit

 Affidavit_User Name.pdf **22**

[Back](#)

[Next](#)

Attachment uploaded successfully

23. A green pop up success message saying **The attachment has been uploaded successfully** will appear. You will also see your document listed below the attachment field.

[← Go to Online Registry](#) **23**

 **Probate**
Supreme Court of NSW

The attachment has been uploaded successfully.

User Name

[Home](#) [Applicant Checklist](#) [My Applications](#) [Help & Support](#)

[Home](#) > [My Applications](#) > The Estate of John Citizen

Upload Affidavit of Executor/Administrator(s)

i Guide to attaching your documents:

- Only PDF files are supported;
- The maximum file size should not exceed 10MB;
- If the document you want to upload is saved as separate files, please upload one file at a time;
- If there are any documents that you don't have with you right now, you may continue your application and upload them at the end;
- Once a document is uploaded you will be able to view or remove the document;
- Note that when completing an Affidavit you need to have it duly witnessed by a Justice of the peace, Solicitor, Barrister, Commissioner for Affidavits, or a Notary public. Visit <https://www.ucprforms.nsw.gov.au> to access UCPR forms;
- If you need to upload multiple affidavits and they are all sworn by the one person, they may be contained in a single affidavit;

Upload the signed Affidavit of Thomas Bell

Attach copy of the signed affidavit

 Please choose the file

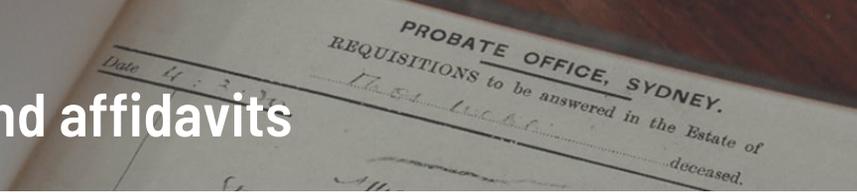
No.	Document	Uploaded At	Remove
#1	Affidavit of applicant for resaleine.pdf	7 Jun 2023	

23

[Back](#)

[Next](#)

Generate summons and affidavits



Removing an uploaded document

24. If you have uploaded the incorrect document, click the trash icon to remove.

Attach copy of the signed affidavit

Please choose the file

No.	Document	Upload date	Remove
#1	Affidavit of applicant for resealing.pdf	7 Jun 2023	 24

25. A dialogue box will prompt you to confirm if you would like to remove the record. To remove the record, click **yes** and return to step 22.

Upload the signed Affidavit of Thomas Bell

Attach copy of the signed affidavit

Please choose the file 25

 Are you sure you want to remove this record?

No.	Document	Remove
#1	Affidavit of applicant for res	

Generate summons and affidavits

Uploads complete and successful

26. Once you have completed the uploads the Summons and Affidavits page should show a series of green ticks next to each step. You can then proceed to payment and submission of your application.

[Home](#) > [My Applications](#) > The Estate of User Name

Summons and Affidavits

Not filed

The Estate of User Name, late of FOREST GLEN, NSW, 2157

● Started

Date of death 09/09/2019-15/12/2020	Date of Will 10/11/2012	Applicants User Name
Occupation Plumber	Number of codicil(s) 0	
Gross value \$10,000,000.00	Number of informal document(s) 0	
Net value \$10,000,000.00		

Step 1: Generate Summons and Affidavits

✔ Summons generated

✔ 1/1 Affidavits generated

[Generate Summons and Affidavits](#)

Step 2: Upload signed Summons

✔ Summons uploaded

[Upload Summons](#)

Step 3: Upload Affidavit of executor/administrator

✔ 1/1 Affidavits uploaded

[Upload Affidavits](#)

[Back](#) [Payment](#)