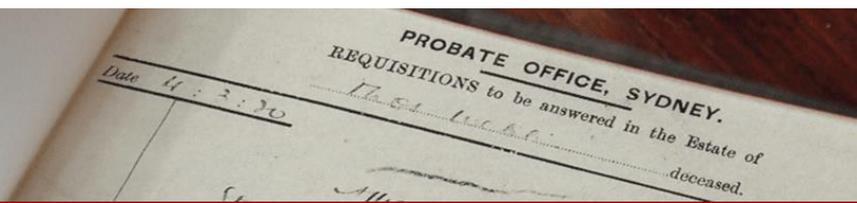




**Supreme Court**  
of New South Wales



# Probate Overview

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## Quick Reference Guide

# Probate Overview

• Log in

1. Go to <https://onlineregistry.lawlink.nsw.gov.au/>
2. Select the **Probate** tile

The screenshot shows the NSW Online Registry homepage. At the top, there is a navigation bar with 'Online services' and a 'Login' button. Below the navigation bar, there is a 'Welcome to NSW Online Registry' section with a 'Login' and 'Register' button. A 'Browse services' section contains four tiles: 'Start a new case', 'Online Court', 'Probate', and 'Transcripts'. The 'Probate' tile is highlighted with a blue border and a '2' in a blue circle. The 'Probate' tile text reads: 'Search probate notices or apply for a grant of probate in the Supreme Court'.

3. Click **Probate** button to log in

The screenshot shows the NSW Online Registry 'Probate' page. The page title is 'Probate'. Below the title, there is a description of probate and a list of bullet points: 'Will is valid' and 'Executor has permission to distribute the estate according to the Will.' There is also a section for 'Applying for a grant of Probate' and 'Getting started with your application'. A 'Register now' button is visible. Below the 'Register now' button, there is a 'Probate' button highlighted with a blue border and a '3' in a blue circle. To the right of the main content, there is a 'Search for a probate notice' section with a 'Search probate notices >' button. Below that, there is a 'How to apply for Probate' section with a 'Probate Service Virtual Tour' video player. At the bottom right, there is a 'Can I use Probate to' section.

# Probate Overview

- Log in

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

The screenshot shows the NSW Online Registry login interface. At the top left is the NSW Online Registry logo with the text 'NSW Online Registry Courts and Tribunals'. The main heading is 'Log in to Probate with your Online Registry account'. Below this is a login form with fields for 'Username' and 'Password', a 'Forgot username or password?' link, and a checkbox for 'I have read and agreed to the current Terms and Conditions'. A blue box highlights the 'Log in' and 'Cancel' buttons, with a callout '6' pointing to the 'Log in' button. To the right of the form is a 'Why register for an account?' section with a list of benefits and a 'Register' button. A blue box with '4 & 5' points to the 'Username' and 'Password' fields. At the bottom of the page, there is a footer with a disclaimer, navigation links (Contact Us, FAQs, Terms & Conditions, Accessibility, Privacy, Copyright & disclaimer), and a copyright notice for 2022.

**NSW Online Registry**  
Courts and Tribunals

## Log in to Probate with your Online Registry account

**4 & 5**

Username

Password

[Forgot username or password?](#)

I have read and agreed to the current [Terms and Conditions](#)

**Log in** [Cancel](#)

**6**

### Why register for an account?

**By signing up you will be able to:**

- Use the Probate system to apply for an uncontested grant of Probate, Letters of Administration (LOA), reseal, and LOA cta
- Save, resume and manage applications
- Upload supporting documents
- Generate and download Summons and Affidavits
- Make payments online and download receipts
- Respond to requisitions from the registry
- Track application progress, receive outcomes and access digital grants

**Register**

We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.

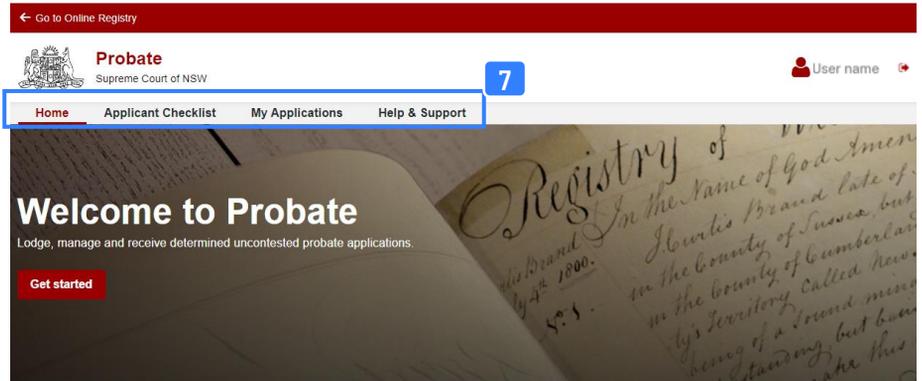
[Contact Us](#) [FAQs](#) [Terms & Conditions](#) [Accessibility](#) [Privacy](#) [Copyright & disclaimer](#)

Copyright © 2022

# Probate Overview

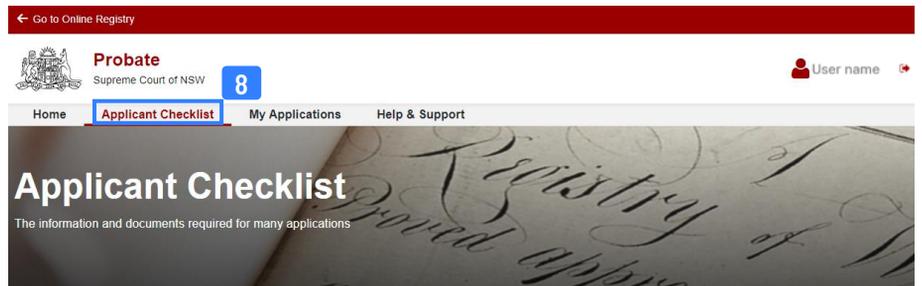
## Home Page

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	<a href="#">View</a>
The Estate of	Started	-	<a href="#">Continue</a>
The Estate of	Started	-	<a href="#">Continue</a>

# 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 several applications with various statuses such as 'Under review', 'Granted', 'Terminated', 'Started', and 'Filed'. Each row has a corresponding action button like 'View' or 'Continue'.

Go to Online Registry

Probate  
Supreme Court of NSW

User name

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	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

< 1 2 3 >

# 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

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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.

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**Log in to access case**

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

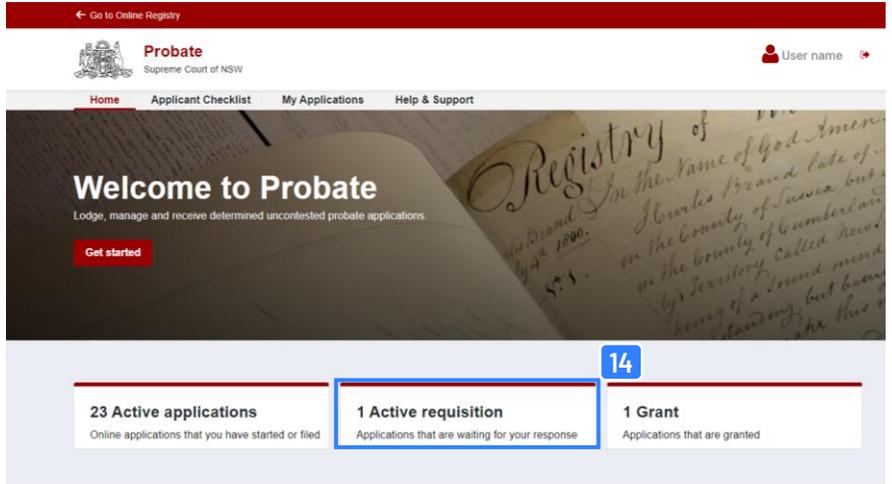
**Need Help?**  
Visit help and support to view instructions and frequently asked questions.

**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.

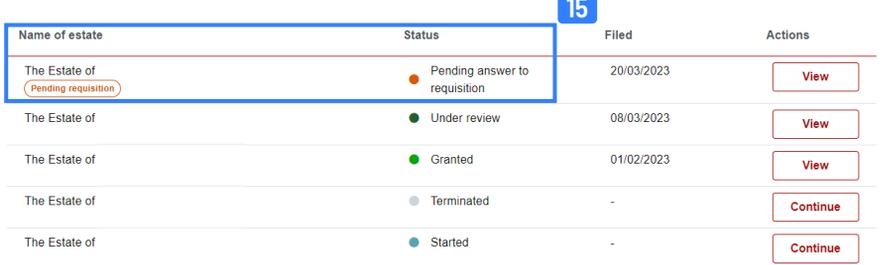


The screenshot shows the Probate Home page for the Supreme Court of NSW. At the top, there is a navigation bar with 'Go to Online Registry', the Probate logo, and a user name. Below the navigation bar, there are tabs for 'Home', 'Applicant Checklist', 'My Applications', and 'Help & Support'. The main content area features a 'Welcome to Probate' message with a 'Get started' button. Below this, there is a summary of applications: 23 Active applications, 1 Active requisition (highlighted with a blue box and a '14' tag), and 1 Grant.

## 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



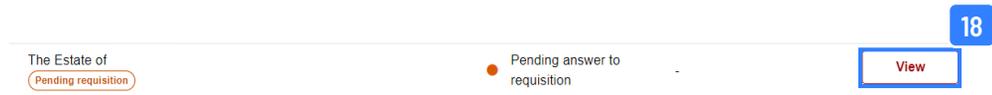
The screenshot shows the 'My Applications' table. The table has four columns: 'Name of estate', 'Status', 'Filed', and 'Actions'. The first row is highlighted with a blue box and a '15' tag. The status 'Pending answer to requisition' is also highlighted with a blue box. The 'Pending requisition' tag is visible below the estate name.

Name of estate	Status	Filed	Actions
The Estate of <span>Pending requisition</span>	<span>Pending answer to requisition</span>	20/03/2023	<a href="#">View</a>
The Estate of	<span>Under review</span>	08/03/2023	<a href="#">View</a>
The Estate of	<span>Granted</span>	01/02/2023	<a href="#">View</a>
The Estate of	<span>Terminated</span>	-	<a href="#">Continue</a>
The Estate of	<span>Started</span>	-	<a href="#">Continue</a>

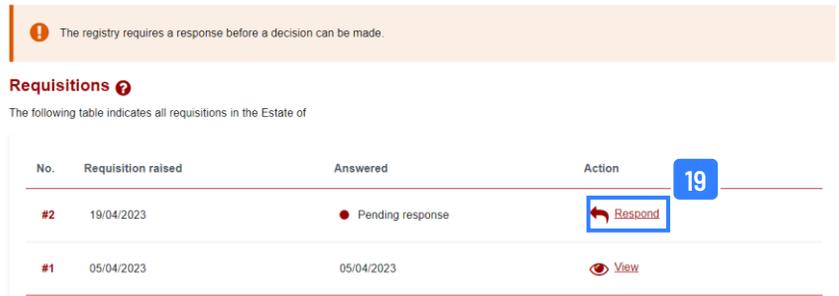
# Probate Overview

## Requisitions

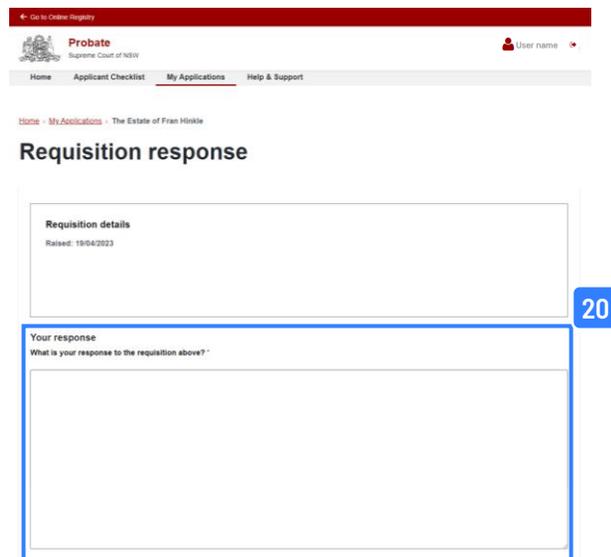
- Click **View** in the right hand column of the application pending answer to requisition.



- 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