

Principal Registrar (Supreme and District Courts) – Approval 1 of 2025

Electronic filing of documents under the *Uniform Civil Procedure Rules 1999*

- 1. This Approval takes effect on 30 June 2025.**
- 2. Principal Registrar (Supreme and District Courts) – Approval 1 of 2024 is repealed.**
- 3. All proceedings already commenced in the software application Objective Connect at the date of this Approval remain subject to the terms of the repealed Approval 1 of 2024.**
- 4. Documents that may be electronically filed – rules 967(3), 975E**

This approval is given under [rule 967\(3\)](#). The Principal Registrar of the Supreme and District Courts approves the following documents under the *Uniform Civil Procedure Rules 1999* (UCPR) to be electronically filed in the Supreme and District Courts:

Consent orders of the Registrar (via email)[#]

Documents to be filed with the court to obtain a consent order of the registrar pursuant to [Supreme Court Practice Direction 11 of 2023](#) and [District Court Practice Direction 2 of 2010](#):

- Request for consent order of registrar ([Form 59A](#))
- Proposed draft order ([Form 59](#))
- Affidavit ([Form 46](#))

All civil proceedings (via email)[#]

Document to be filed with the court in all civil proceedings:

- Notice of address for service ([Form 8](#))
- Notice of discontinuance ([Form 27](#))
- Notice of change of address for service ([Form 90](#))
- Notice of change of solicitor ([Form 93](#))

For the limited purposes of this approval, electronic filing of documents for consent orders, notices of address for service, notices of change of address for service, notices of change of solicitor and notices of discontinuance will be by email to the email address/es or by such other electronic means notified on the Queensland Courts website.

[#] See below for proceedings commenced by Claim in the Supreme Court at Brisbane by lawyers with a Queensland Practising Certificate (via Queensland Courts and Tribunals Online Services Portal)

Wills and Estate proceedings (via Queensland Courts and Tribunals Online Services Portal)

This approval is limited to wills and estate applications **within the Registrar's discretion** and does not apply to proceedings that should be determined by a judge.

Documents to be filed with the Supreme Court at Brisbane, Rockhampton, Townsville and Cairns in wills and estate proceedings via the Queensland Courts and Tribunals Online Services Portal:

All Wills and Estate proceedings:

- Application ([Form 9](#))
- Consent Adjournment of application ([Form 11](#))
- Consent of Litigation Guardian ([Form 13](#))
- Notice of discontinuance ([Form 27](#))
- Affidavit ([Form 46](#))
- Certificate of exhibit ([Form 47](#))
- Notice proposing application without oral hearing ([Form 49](#))
- Notice requiring oral hearing ([Form 50](#))
- Order ([Form 59](#))
- Request for consent order of registrar ([Form 59a](#))
- Notice of change of address for service ([Form 90](#))
- Application for probate ([Form 101](#))
- Application for letters (intestacy) ([Form 102](#))
- Notice of intention to apply for grant ([Form 103](#))
- Affidavit of publication ([Form 104](#)) and any exhibits
- Affidavit (probate application) ([Form 105](#)) and any exhibits*
- Affidavit (letters of administration with the will) ([Form 106](#))*
- Affidavit of due execution of will/codicil ([Form 107](#))
- Affidavit of Handwriting ([Form 108](#))
- Affidavit (letters of administration on intestacy) ([Form 109](#))
- Affidavit (undated will) ([Form 110](#))
- Affidavit of plight ([Form 111](#))
- Application for reseal ([Form 112](#))
- Affidavit (reseal) ([Form 113](#))
- Renunciation ([Form 114](#))
- Renunciation (intestacy) ([Form 115](#))
- Caveat ([Form 116](#))
- Notice to Caveator ([Form 117](#))
- Notice in support of caveat ([Form 118](#))
- Notice of withdrawal of caveat ([Form 119](#))
- Affidavit of scripts ([Form 120](#))
- Grant ([Form 121](#))
- Exemplification ([Form 122](#))
- Exemplification ([Form 123](#))
- Application for a fee reduction by an individual ([Form 131](#)) and any accompanying documents. Only where it relates to the filing fee for obtaining a grant of probate or letters of administration (with or without the will)
- Application for a fee reduction by a corporation or trustee ([Form 132](#)) and any accompanying documents. Only where it relates to the filing fee for obtaining a grant of probate or letters of administration (with or without the will)
- Any subsequent document to be filed at the request of the registrar.

* The original of the will identified in the affidavit as the last will of the deceased is to be provided to the registry.

The following documents are limited to UCPR Chapter 15 Part 9, including Citations:

- Request for issue of citation ([Form 124](#))
- Citation to take probate ([Form 125](#))
- Citation to apply for administration ([Form 126](#))
- Subpoena for Production ([Form 41](#))
- Request for Subpoena ([Form 44](#))

Documents related to Applications for Order to Administer filed pursuant to the [Public Trustee Act 1978](#) and [UCPR Chapter 15, Part 6](#) including:

- Application - Order to administer.
- Affidavit in support of order to administer - Public Trustee form.
- Order to Administer - Public Trustee form Note: Order to administer not doc index on submission.
- Election - Public Trustee form.
- Memorandum on Election.

Electronic Lodgement of proceedings commenced by Claim* in the Supreme Court at Brisbane by lawyers with a Queensland Practising Certificate (via Queensland Courts and Tribunals Online Services Portal)

**Includes proceedings commenced by application and ordered to proceed as if started by Claim*

Any UCPR form for filing in a proceeding commenced by Claim, including but not limited to:

- Claim ([Form 2](#))
- Notice of intention to defend ([Form 6](#))
- Conditional notice of intention to defend ([Form 7](#))
- Notice of address for service ([Form 8](#))
- Statement of claim ([Form 16](#))
- Defence ([Form 17](#))
- Defence and counterclaim ([Form 18](#))
- Application ([Form 9](#))
- Request for consent order of registrar ([Form 59A](#))
- Proposed draft order ([Form 59](#))
- Affidavit ([Form 46](#))
- Request for default judgment ([Form 25](#))
- Default judgment ([Form 26](#))
- Notice of change of address for service ([Form 90](#))
- Notice of change of solicitor ([Form 93](#))
- Notice of discontinuance ([Form 27](#))

Electronic file format – rules 975C(2)(b), 975E

This approval is given under rule 975C(2)(b). The Principal Registrar of the Supreme and District Courts approves the following electronic file format for sworn or affirmed documents that are filed electronically as an imaged document in the Supreme or District Courts:

- Portable Document Format (PDF) (Preferably text searchable)



Amanda O'Brien
Principal Registrar
Supreme and District Courts
Date: 27 June 2025