

Principal Registrar (Supreme and District Courts) – Approval 1 of 2020

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

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* to be electronically filed in the Supreme and District Courts:

Consent orders of the Registrar

Documents to be filed with the court to obtain a consent order of the registrar pursuant to [District Court Practice Direction 2 of 2010](#) and [Supreme Court Practice Direction 4 of 2010](#):

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

All civil proceedings

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

- *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/s or by such other electronic means notified on the Queensland Courts website.

Estate matters

Documents to be filed with the Supreme Court, Brisbane, to obtain a grant of probate or letters of administration (with or without the will):

- *Certificate of exhibit* ([Form 47](#))
- *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 (letters of administration on intestacy)* ([Form 109](#))
- *Affidavit of plight* ([Form 111](#))
- *Grant* ([Form 121](#))
- *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.

For the limited purposes of this approval, electronic filing of the documents listed above for estate matters are subject to the conditions set out in the [Electronic Lodgement of Estate Applications Protocol](#) and limited to legal firms and practitioners.

Electronic file format – rules 975C(1)(b), 975E

This approval is given under rule 975C(1)(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:

- pdf

Julie Steel PSM
Principal Registrar
Supreme and District Courts Service
Date: 26 March 2020
Updated 8 June 2020
Updated 22 February 2021
Updated 3 March 2021
Updated 28 March 2023
Updated 22 August 2023

Date of Approval and subsequent amendments:

Approval first issued 26 March 2020
For consent orders and notices of discontinuance.

Updated 08/06/2020
For Estate Matters and pilot for Objective Connect.

Updated 22/02/2021
For extension of Estate Matters to all legal firms and practitioners.

Updated 03/03/2021
For inclusion of approved electronic file format.

Updated 28/03/2023
For inclusion of notices of change of address for service and notices of change of solicitor.

Updated 22/08/2023
For inclusion of notices of address for service.