Electronic Lodgement of Estate Applications Protocol

Principal Registrar, Supreme and District Courts, Court Services Queensland

1) This protocol is issued by the Principal Registrar, Supreme and District Courts (the Principal Registrar) and applies to:

   i) Lodgement of electronic documents in estate matters as approved to be electronically filed by the Principal Registrar under Approval 1 of 2020;

   ii) Lodged via the software application, Objective Connect (OC); with

   iii) The Brisbane Supreme Court registry.

2) In order to lodge documents electronically with the registry you must:

   i) Comply with the terms of access to OC; and

   ii) Agree to the terms and conditions of this protocol as determined by the Principal Registrar when lodging documents electronically.

3) The Principal Registrar may vary this protocol at any time by publishing a notice of the variation on the Courts Service Queensland website.

4) OC is not to be used for:

   i) Caveats (UCPR Form 116); or

   ii) Any proceedings or documents that are considered urgent.

5) A document lodged under this protocol is subject to the relevant provisions of the *Uniform Civil Procedure Rules 1999* (UCPR) including Chapter 22, Part 1 Division 2 and Division 4, and/or any practice direction. In the event of any inconsistency with this protocol, the UCPR and/or Practice Direction prevail.

6) Applicants should note their responsibilities pertaining to electronically filed and signed documents under the relevant UCPR provisions (rule 975C) and, where applicable, the *Justice Legislation (COVID-19 Emergency Response—Documents and Oaths) Regulation 2020*).

7) The registry takes no responsibility for any loss of information that occurs from the use of OC.

Obtaining access to Objective Connect (OC)

8) Obtaining initial access to OC will require an applicant's legal representative to request a username (credentials) from the registry[1]. Access to the nominated application will be at the discretion of the Principal Registrar and pursuant to all terms and conditions as set out in this protocol and as determined from time to time by the Principal Registrar.

9) Once the registry has considered the request, a workspace will be created for the law firm and credentials provided.

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[1] Wills.Estates@justice.qld.gov.au

10) That workspace can be used by the law firm for all future matters within the scope of this protocol.

Category of users

11) Access to OC is limited to three credentials per law firm.

12) The registry must be notified immediately when a user's access is no longer required. (e.g., user ceases to be employed by the law firm.)

Uploading documents

13) A separate folder is to be created in the law firm's workspace within OC for each probate application.

14) Each folder created must be named as follows: YYYYMMDD SURNAME First name – Proceeding. E.g. 20200406 BLOGGS Joe – Probate.

15) Each document to be:

- In PDF, text-searchable format with a maximum resolution of 300 DPI and no greater than 95mb; and

- Named as follows: YYYYMMDD SURNAME – Document title. E.g. 20200406 BLOGGS – Affidavit of Jane Doe.

16) Where more than one affidavit by the same deponent is sworn or affirmed on the same date, differentiate so that each affidavit has a unique name. E.g. 20200406 BLOGGS – Second Affidavit of Jane Doe.

17) Where more than one document is being filed for the same matter at the same time:

- All documents relating to that matter are to be uploaded to the relevant folder as a single Compressed (Zipped) File which to be named - YYYYMMDD SURNAME – Various documents. E.g. 20200406 BLOGGS – Various documents; and

- Each document in the zipped file is to be named as outlined in paragraph 15.

18) For the sake of clarity, a document lodged under this protocol is not filed until the registry places the seal of the court on the document (Rule 969A (4) UCPR).

19) The registry will make every effort to consider all documents lodged, including any application for a fee reduction, within 24 hours. If an applicant has not received a notification via OC that documents have been reviewed, they should contact the registry.

20) Any filing fee is to be paid either by cheque or via the online payment portal at: https://www.smartservice.qld.gov.au/services/bill/probatesupremecourtbrisbane

Payment by either means must clearly state the court file number and name of the matter.

21) A copy of the official receipt is to be uploaded onto OC once the fee is paid.

22) Any applications lodged under this protocol will be held in abeyance until payment of any relevant filing fee and provision of the original will.

23) The original will (if any) is to be provided to the registry after the lodging party is advised of the court file number. The original will may be forwarded by mail or delivered to the registry. It is the responsibility of applicants to ensure all original documents are provided to the registry in an envelope that clearly indicates the file number and proceeding name.

24) Documents lodged via OC will be automatically removed after the relevant folder has had no movement for 60 days. The folder will not be deleted. It is the responsibility for parties to ensure they have downloaded copies of any documents prior to their removal.

Notifications

25) All notifications between the lodging party and the registry regarding the uploading, requisitioning and granting of documents lodged under this protocol will be via OC.

Searchability

26) The originating application lodged, and final order made under this protocol will be visible to the public on the Queensland Courts eSearch facility.

Key contacts

General questions regarding the use of OC

ccu@justice.qld.gov.au

Follow up of Estate matters after lodged via OC

Wills.Estates@justice.qld.gov.au

Please Note:

Objective connect is no longer available for new applications.

Legal practitioners can now lodge wills and estates applications electronically through the Queensland Courts and Tribunals Online Services Portal.