

Queensland Courts and Tribunals Online Services Portal Guide

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Overview

The Queensland Courts and Tribunals Online Services Portal (the Portal) is the new online platform where you can electronically lodge wills and estates applications and conduct probate searches. In future, more services will be added to this portal, with the intention that it is the one-stop-shop for all online courts and tribunals services.

The screenshot shows the homepage of the Queensland Courts and Tribunals Online Services Portal. At the top, there is a dark blue header with the Queensland Courts logo and the text "Queensland Courts and Tribunals Online Services Portal". Below the header, there is a light blue banner with the text "Queensland Courts and Tribunals Online Services Portal" and "Access online services for Queensland courts and tribunals 24/7, quickly and securely." To the right of the banner is a photograph of a woman kissing a young child on the cheek. Below the banner, there is a section titled "What service would you like to use today?" with a search bar and a link to "view all services". Below the search bar, there is a section titled "Featured services" with three cards: "Document verification", "Probate search", and "Wills and Estates". Each card has a description and a link to the service.

This guide will explain what applications you can lodge through the Wills and Estates Service in the Online Services Portal, and provide step by step instructions.

Applications that can be electronically lodged by legal practitioners include:

- Probate
- Reseal of probate
- Letters of Administration with the Will
- Letters of Administration on intestacy
- Reseal of letters of administration
- Reseal letters of administration with the Will
- Caveat
- Citation
- Renunciation
- Request for exemplification

- Revocation

Public Trustee only e-lodgements include all those listed above, and: :

- Election
- Application for an Order to Administer

Access levels

There are two levels of access:

- Firm administrator
- Individual user

Firm administrator

The person who creates your organisation profile is automatically made a firm administrator. This person must have a Queensland Law Society number.

A firm administrator can:

- see all draft and filed applications for the firm
- edit the organisation profile including organisation name, address, phone number and email.
- add or change the firm's access code
- approve or reject requests to join the firm
- grant or remove administrator access to other people in the firm
- remove someone from the firm
- reallocate one user's open applications to another user

Individual users

Individual users can:

- see all draft and filed applications for the firm

Logging in to the Online Services Portal as a legal practitioner

These login instructions are for legal practitioners in law firms. If you work for the Public Trustee, skip to the instructions for logging in as the Public Trustee.

Visit: <https://onlineservicesportal.courts.qld.gov.au/> and click the green 'Login' button. This will take you to the 'Log in to your account' screen.

Queensland Courts and Tribunals Online Services Portal

Access online services for Queensland courts and tribunals 24/7, quickly and securely.

[Login](#)



What service would you like to use today?

Search for a Queensland Courts and Tribunals service using keywords, or [view all services](#).

Click on the green *'log in using your digital identity'* button. This will take you to the *'Log in to your account'* screen.

Login to your account

Login with your Digital ID

[Login with Digital ID](#)

[Learn more about using a Digital ID.](#)

Queensland Government employee login

[QLD Government login using SSO](#)

Note: this is for Queensland Government staff members only.

Login to continue

To continue with this service online you must login with your [digital identity](#).

[Continue with myID](#)

or

[Continue with QDI \(formerly known as QGOV\)](#)

Not sure which option to use? [Find out more about digital identity.](#)

Logging in through your digital identity lets the Online Services Portal know you are who you say you are without you having to share additional personal information such as your licence or passport directly with Courts and Tribunals.

If you do not have a digital identity, you will need to create one to access the Online Services Portal. For more information about setting up your Digital ID, please visit the [Digital ID FAQ page](#).

1. After you have verified your identity you will be asked to consent to share the following details from your digital identity.
 - Family name
 - Given name
 - Date of birth
 - Email address



Qld Digital Identity login

Consent to share your details

To continue, you'll need to give your consent to share the following details from your digital identity with the **DJAG Practitioner Portal - TST service**.

Your digital identity details	
Family name ADAMSON	Given name(s) DAVID
Date of birth 1931-11-01	Email address david.adamson@fake.com.au

These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).

* I consent to sharing these details with the DJAG Practitioner Portal - TST service

By giving consent you agree to our [terms of use](#) and [privacy statement](#).

The email address associated with your digital identity is your personal email address. However, when you create your profile in the Online Services Portal you will be asked for your work email. Services accessed within the Portal will only use your work email to communicate with you.

Logging in to the Online Services Portal as the Public Trustee

Select the blue 'QLD Government login using SSO' button. This will enable you to login using single-sign on through your work email address.

Login to your account

Login with your Digital ID

→] Login with Digital ID

Learn more about using a [Digital ID](#).

Queensland Government employee login

🏠 QLD Government login using SSO

Note: this is for Queensland Government staff members only.



AUDAX AT FIDELIS

QUEENSLAND COURTS

This will take you to the 'Register for the Queensland Courts and Tribunals Online Services Portal' page.

🏠 Services > Register
AB

Register for the Queensland Courts and Tribunals Online Service Portal

Welcome to the Queensland Courts and Tribunals Online Service Portal.

Please fill out the details below and select a Public Trustee account to join. This is a one-time process per user.

If you do not wish to register, you can navigate back to the [services](#) page. You will not be able to use any services requiring authentication.

Your details

<small>Given name *</small> <input type="text" value="Mary"/>	<small>Middle name</small> <input type="text"/>	<small>Family name *</small> <input type="text" value="Smith"/>
<small>Email *</small> <input type="text" value="mary.smooth@qld.gov.au"/>		
<small>Phone number *</small> <input type="text"/>		

In the 'Your details' section, you will only need to add your phone number because the rest of your details will be prefilled.

In the 'Public Trustee details' section click on 'which Public Trustee location are you requesting to join?' and select your office.

The organisation request code will be set by the administrator for your organisation. If you do not know the code, speak to your organisation administrator.

Public trustee details

Which public trustee location are you requesting to join? *

What is your organisation join request code? *

What is an organisation join request code?

Each organisation registered in the Online Services Portal will have a code that any user will be required to enter when requesting to join. If you are unsure what your code is, you should contact an administrator within your organisation.

User agreement

⚠ Please read through the terms and conditions of use for the Queensland Courts and Tribunals Online Service Portal.

[View terms and conditions](#)

I agree to the terms and conditions of use.

Register

Creating a profile if you are a firm administrator

When you login to the Queensland Courts and Tribunals Online Services Portal (the Online Services Portal) for the first time you will be prompted to register.

In the 'Your details' section, select the option 'Law firm/legal representative.'

Fill in the remaining fields (some will be pre-filled):

- Given name (pre-filled)
- Middle name (optional)
- Family name (pre-filled)
- Email (pre-filled)
- Phone number

Welcome to the Queensland Courts and Tribunals Online Service Portal.

To access authenticated services on this portal, you must be one of the following:

- a registered Queensland legal practitioner who wants to register their Queensland based law firm;
- a registered Queensland legal practitioner who wants to join an existing law firm;
- a non-lawyer working in a law firm;
- a self represented litigant.

The portal will be open to other user groups in the future.

Please fill out the details below to register. This is a one-time process per user.

If you do not wish to register, you can navigate back to the [services](#) page. You will not be able to use any services requiring authentication.

Your details

Are you representing a law firm or a self represented litigant?

Law firm / legal representative

Self represented litigant

Unsure what to choose? If you aren't a lawyer or an employee of a law firm, you should select 'Self represented litigant'.

Given name *	Middle name	Family name *
Email *		
Phone number *		

Creating an organisation profile (for Law firms only)

All Law firms need to create an organisation profile for the Online Services Portal so you can add and manage users, and everyone in the firm can see the applications for that firm. If you work at the Public Trustee, your organisation profile has already been set up.

Scroll down on the same page you entered your details to the 'Law firm details' section.

Select the option: 'I am a legal practitioner and wish to register a law firm'.

Enter your:

- Law firm name
- Law firm address
- Law firm email
- Law firm phone number

Law firm details

Do you want to join or register a law firm? *

- I am a legal practitioner and wish to register a law firm
- I am a legal practitioner and wish to join an existing law firm
- I am a paralegal / legal assistant / administration officer and wish to join an existing law firm

Law firm name *

Law firm address *

Unable to find your address? You can [enter it manually](#).

Law firm email *

Law firm phone number *

Scroll down on the next section on the page: 'Organisation request code.'

You need a request code to give to other people in your firm who want to join your organisation in the Online Services Portal.

Enter a unique request code into the 'Join request code' field. The code can contain numbers, letters, and symbols, and can be any combination of your choosing.

Codes will not expire, and you can change them as often as you'd like. This code will need to be provided to anyone else who wishes to join the organisation.

Enter your Queensland Law Society ID in the 'Queensland Law Society confirmation' field.

Lastly, read the terms and conditions and agree to the terms of use if you wish to continue.

Organisation join request code

What is an organisation join request code?

Each organisation registered in the Online Services Portal will need to set a code that will be required by all users when requesting to join. This code can be as secure as you like using letters, numbers, symbols or a combination. You will have the ability to change this code in the future if required.

Organisation join request code *

Queensland Law Society confirmation

What is your Queensland Law Society ID? *

If you are unsure, please [contact the OLS](#)

User agreement

Please read through the terms and conditions of use for the Queensland Courts and Tribunals Online Service Portal.

[View terms and conditions](#)

I agree to the terms and conditions of use.

Register

Creating a legal practitioner profile if you are not a firm administrator

Once a law firm is registered in the portal, everyone in the organisation who requires access to the Online Services Portal can create individual user profiles in the portal and request to join the firm.

When legal firm staff login for the first time they will be asked to select either:

- I am a legal practitioner wishing to join an existing firm
- I am a paralegal/legal assistant/administrative officer and wish to join an existing firm

Law firm staff can search for their firm in the list. They will also need to request to join the law firm. They do this by searching for the firm name and entering the organisation request code.

To set up a profile you need to provide the following details:

- Given name
- Middle name (optional)
- Family name
- Email
- Phone number
- Queensland Law Society ID (if applicable)
- Request code

Law firm details

Do you want to join or register a law firm? *

- I am a legal practitioner and wish to register a law firm
- I am a legal practitioner and wish to join an existing law firm
- I am a paralegal / legal assistant / administration officer and wish to join an existing law firm

Which law firm? *

CTDP Law

What is your organisation join request code? *

What is an organisation join request code?

Each organisation registered in the Online Services Portal will have a code that any user will be required to enter when requesting to join. If you are unsure what your code is, you should contact an administrator within your organisation.

Queensland Law Society confirmation

What is your Queensland Law Society ID? *

If you are unsure, please [contact the QLS](#)

User agreement

 Please read through the terms and conditions of use for the Queensland Courts and Tribunals Online Service Portal.

[View terms and conditions](#)

I agree to the terms and conditions of use.

Managing user access for your organisation

Adding users

Administrators for the firm cannot add or invite users to join. The only way a user can be added to a firm is for them to request to join.

When someone requests to join a firm, the firm administrators receive the request in the manage users screen above the table of firm users. The firm administrator can either approve or reject the request.

Once processed by an administrator, the requestor will receive notification that their request to join was either approved or rejected.

Queensland Courts and Tribunals Online Services Portal

QCase Law Services > Account > Users AC

Manage users

New request to join

You have new requests to join your organisation.

Please go through each request below and either accept or reject them. After accepting, you can edit their details to make them an organisation administrator if required.

STEPHANIE HERALD

Email: - Requested role: - Reject Approve

Given name	Family name	Email	Role	Org admin	Actions
Andy	Callaghan	andy.callaghan@fake.com.au	Principal Practitioner	<input checked="" type="checkbox"/>	Edit ▼

Rows per page: 50 1-1 of 1 < >

Granting administration access to users in your firm

Click on your organisation name in the top left of the portal screen then click 'Manage users'. Here you will be able to see all of the users who are currently a part of the firm as well as their email, role and whether they are a firm administrator.

It is strongly recommended to assign additional firm administrators to help in covering things like unexpected leave or where the principal administrator is unavailable to approve requests. To assign or

remove a user as a firm administrator, click the Edit button next to a name. Here you will be able to make changes to user's details, change their role in the firm and of course, add or remove them as a firm administrator. Firms must always have at least one firm administrator at all times. If you wish to remove yourself as a firm administrator, another firm administrator must be assigned before doing this.

Given name	Family name	Email	Role	Org admin	Actions
James	Conner	Aran.Elkington@justice.qld.gov.au	Legal Practitioner		Edit
Catherine	Rogers	catherine.rogers@fake.com.au	Legal Practitioner		Edit
STEPHANIE	HERALD	stephanie.herald@fake.com.au	Legal Practitioner	<input checked="" type="checkbox"/>	Edit
Andy	Callaghan	andy.callaghan@fake.com.au	Principal Practitioner	<input checked="" type="checkbox"/>	Edit

Rows per page: 50 1-4 of 4

Edit user [X]

Given name * Catherine

Family name * Rogers

Email * catherine.rogers@fake.com.au

Role Legal practitioner

Organisation administrator?
 Yes No

Update user details

Removing a user from your firm

To remove a user from your firm, the firm administrator can click the dropdown button next to the user on the 'Manage users' screen and select 'Remove user'. You will then be asked to reallocate the applications assigned to that user to another user in the firm. Once selected, this will remove the user from the firm and prevent them from seeing any of the firm's applications. The removed user will be able to join a new firm the next time they log into the Online Services Portal.

Manage users

Given name	Family name	Email	Role	Org admin	Actions
James	Conner	Aran.Elkington@justice.qld.gov.au	Legal Practitioner		Edit
Catherine	Rogers	catherine.rogers@fake.com.au	Legal Practitioner		Edit
STEPHANIE	HERALD	stephanie.herald@fake.com.au	Legal Practitioner	<input checked="" type="checkbox"/>	Remove user
Andy	Callaghan	andy.callaghan@fake.com.au	Principal Practitioner	<input checked="" type="checkbox"/>	Edit

1 row selected Rows per page: 50 1-4 of 4

Updating your profile details

Click on the circle containing your initials in the top right of the screen to open your profile then click 'My profile'.

The screenshot shows the 'Manage users' table with a dropdown menu open for the user Stephanie Herald. The dropdown menu contains the following options: 'My Profile' and 'Logout'.

Given name	Family name	Email	Role	Org admin	Actions
James	Conner	Aran.Elkington@justice.qld.gov.au	Legal Practitioner		Edit
Catherine	Rogers	catherine.rogers@fake.com.au	Legal Practitioner		Edit
STEPHANIE	HERALD	stephanie.herald@fake.com.au	Legal Practitioner	<input checked="" type="checkbox"/>	Edit
Andy	Callaghan	andy.callaghan@fake.com.au	Principal Practitioner	<input checked="" type="checkbox"/>	Edit

Rows per page: 50 1-4 of 4

You can edit your

- Given name
- Family name
- Email
- Phone number

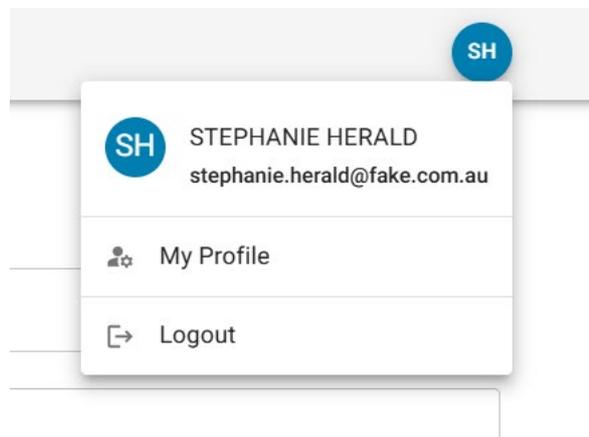
My profile

Given name *	STEPHANIE	Family name *	HERALD
Email *			
stephanie.herald@fake.com.au			
Phone number *			
0422222223			

Update details

Logging out

Click on the circle containing your initials in the top right of the screen and click 'Log out'.



Searching for a probate

On the homepage, click 'Probates search'.

What service would you like to use today?

Search for a Queensland Courts and Tribunals service using keywords, or [view all services](#).

Featured services

Document verification  A service for external agencies to verify Queensland Courts documents Go to Document verification	Probate search  Search for existing probate applications Go to Probate search	Wills and Estates  Prepare and lodge probate forms online to the Supreme Court Login to Wills and Estates
--	---	---

Here you will be able to search wills and estate records with the Supreme Court of Queensland. You can search and filter for records using any information that you have available, including:

- A court file number
- Application type
- Filing location
- Filing date
- Deceased given names and family name
- Applicant family name

Click the search button to see the results.

Search for a wills and estates court document

You can use this search to find wills and estates records that were published from ******date****. To search court files not related to wills and estates, you can use the [Party search \(eCourts\)](#).

Proceeding details

Court file reference number
Help text on where to find court file reference number here?

Application type

Filing location

Filing date from Filing date to

Deceased details

Deceased given name(s) Deceased family name

Applicant details

Applicant family name

Search

If there are no results, try refining your search criteria and search again.

If there are results, you will see some brief information on each record, including:

- Court file number
- Application name
- Application type
- Deceased name
- Filing location
- Filed date

If there are multiple results returned, you can sort them by name, filing date or file number using the sort by dropdown.

Search results [Refine search](#)

Showing results 1 - 6 of 6 Sort by
Date filed ▾

Court file reference number:	SE01038/24
Application name:	Probate - Smith, Joe
Application type:	Probate
Deceased:	Smith, Joe
Filing location:	Brisbane
Filed:	30/06/2024

Court file reference number:	SE01043/24
Application name:	Probate - Smith, John
Application type:	Probate
Deceased:	Smith, John
Filing location:	Brisbane
Filed:	11/07/2024

To view the full details, click on the relevant search result. You will be taken to a new page that shows the information listed above, and:

- Applicant name
- Documents

You can only see the type of documents, date filed and a description here. You cannot access the documents. To access the documents you can use the [search and copy service](#).

[Back to search results](#)

Proceeding details

Court file reference number: SE01038/24
Application name: Probate - Smith, Joe
Application type: Probate
Deceased: Smith, Joe
Filing location: Brisbane
Filed: 30/06/2024

Party details

Applicant: Blogs, Sally

Documents

To view the full details of a document you can apply to search and copy a court document.

Document	Type	Date filed	Description / Comment
1	Application for Probate - Form 101	-	-
2	Affidavit (probate application) - Form 105	-	-
3	Affidavit of publication - Form 104	-	-

[Back to search results](#)

Document verification

Document verification is for external parties, such as financial institutions, to verify the authenticity of court-issued documents provided to them by a client.

[Services](#) > [Document](#) > [Verification](#)

Queensland Courts document verification

You can use this service to verify Queensland Courts documents.

Credentials should be provided by the party... **TODO: more text here**

Find a document

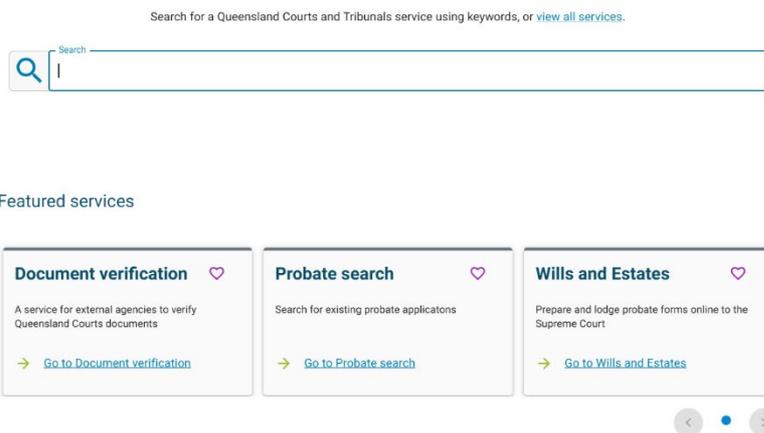
Search

External parties will need to enter the file number and access code to retrieve the results. The grant can be downloaded from the results screen.

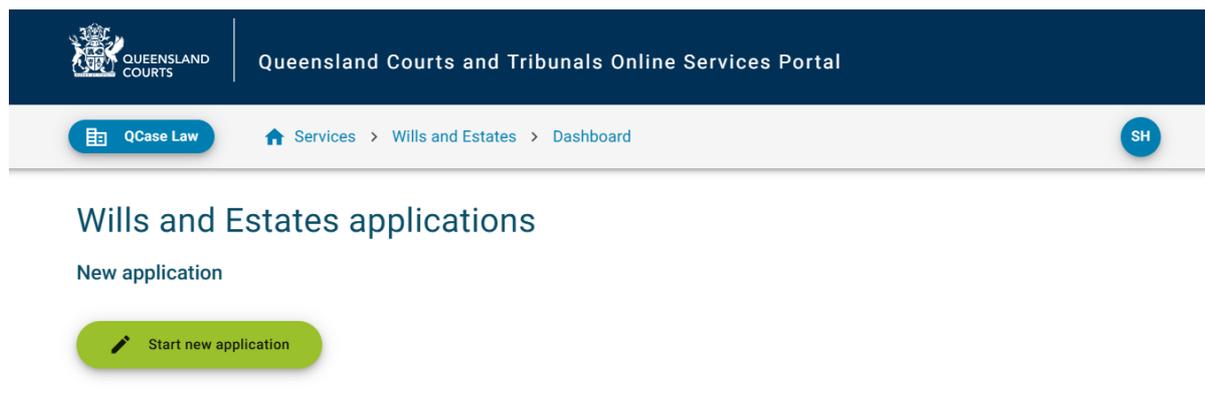
Preparing and submitting wills and estates applications

Starting a new application

On the home page, click the 'Wills and Estates' card or search 'wills and estates' in the search bar.



This takes you to the Wills and Estates applications dashboard where you can start a new application by clicking the green 'Start new application' button.



On the 'Start a new Wills and Estates application page, click the drop down and select the type of application you want to start.

Search for a Queensland Courts and Tribunals service using keywords, or [view all services](#).

Featured services

Document verification  A service for external agencies to verify Queensland Courts documents → Go to Document verification	Probate search  Search for existing probate applications → Go to Probate search	Wills and Estates  Prepare and lodge probate forms online to the Supreme Court → Go to Wills and Estates
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Favourite services

Once you've selected the application type, click the green 'Start application' button.

Start a new Wills & Estates application

Application type
Probate 

[Start application](#)

All Wills and Estates forms have the same sequence of pages including:

- Before you begin page
- Deceased details page
- Applicant details page
- Filing location page
- Upload files page
- Review and submit page (mention you can navigate using the progress bar on the left)
- What happens next (need to take the original will to the registry in person or by post)

You don't have to complete the form in this order. Click on the links in the progress bar on the left hand side of the page to jump between different form sections.

Saving your application as a draft

You don't have to complete and submit your application in one session. You can save a draft application at any time by clicking the save button at the bottom of the page.

Your application will **not** save unless you click the save button.

[← Back](#) [Save](#) [Continue →](#)

Before you begin page

Every application starts with the 'Before you begin' page. This page tells you all the information you need prior to completing the form including any steps you need to take prior to lodging your application and the mandatory documents that must be completed and uploaded as PDFs with your application.

There is nothing you need to input into this page. Click on the 'Begin application' button when you're ready to start your application.

Deceased details page

Input the deceased name, address and any aliases (other names) they went by.

Step 1 – Deceased Details

1 Deceased Details

2 Applicant Details

3 Filing Location

4 Upload Files

5 Review and Submit

Given name/s *

Last name *

Last known residential address *

Unable to find your address? You can [enter it manually.](#)

Was the deceased known by any other names (aliases)? *

Yes No

< Back Save Continue >

Click save and/or continue to go to the next screen in the form.

You can also navigate to different sections of the form using the links in the progress bar on the left hand side of the screen. This progress bar tells you where you are in the form and what you have to complete.

- Blue shows you where you are in the form
- Orange tells you that you have not completed all fields on a page
- Green tells you that you have completed all fields on a page
- Grey represents pages you have not started.

Applicant details page

Your details will be auto-filled as the legal representative on this page. If you are completing the form on behalf of someone else you can click the 'Change representative' button and the person you are completing the form on behalf of. This can only be someone in the same firm that you are registered with in the portal. The email address entered here is the address the registry will use to contact you if they need to.

Fill in the name and address of the applicant/s on this page. An applicant is the person you are acting on behalf of. This address will not be used by the registry for correspondence. The grant and all correspondence will go to the email address of the nominated legal representative.

Start typing the address and it should appear in the pop—up menu. If it doesn't show you can click the 'Enter it manually' link and type in the full address.

Filing location page

Choose which Supreme Court of Queensland you want to file your application to. The options are: Brisbane, Cairns, Townsville or Rockhampton.

Probate - New application

The screenshot shows a progress bar with five steps: 1. Deceased Details (completed), 2. Applicant Details, 3. Filing Location (current step), 4. Upload Files, and 5. Review and Submit. The 'Filing Location' step is titled 'Step 3 – Filing Location' and contains the question 'Which Supreme Court of Queensland would you like to file your application to? *'. Below the question are four radio button options: Brisbane, Cairns, Townsville, and Rockhampton.

Upload files page

The system requires you to complete your documents beforehand. You cannot complete the court forms using the system.

Upload your mandatory documents into the file upload boxes. There is one file upload box for each mandatory document. You can only upload PDF documents that are no larger than 20MB.

- 1 Deceased Details
- 2 Applicant Details
- 3 Filing Location
- 4 Upload Files
- 5 Review and Submit

Step 4 – Upload Documents

Mandatory documents

Please upload your completed documents into the file upload boxes below.

Probate - Will (Copy) *



Click to upload or drag and drop your file

Accepted file type: PDF. Max file size 20MB.

Probate - Affidavit of publication - Form 104 *



Click to upload or drag and drop your file

Accepted file type: PDF. Max file size 20MB.

If you have additional supporting documents, scroll to the bottom of the page and click the drop down menu. This shows the different supporting documents you can upload.

Additional supporting documents

Depending on the details of your application, you may need to upload additional supporting documents. You can add as many additional supporting documents as you need to.

Please add them one at a time by selecting the document type from the drop down below.

Select additional document type to add ▼

Click the name of the document you wish to upload and a new file upload box will appear below. If the document you want to upload is not in the list, select 'Other'.

If you want to remove a document you've uploaded, click the cross in the top right of the file upload box.



Additional supporting documents

Depending on the details of your application, you may need to upload additional supporting documents. You can add as many additional supporting documents as you need to.

Please add them one at a time by selecting the document type from the drop down below.

Select additional document type to add

Probate - Other

[✕ Remove](#)

 **Click to upload or drag and drop your file**
Accepted file type: PDF. Max file size 20MB.

[< Back](#) [Save](#) [Continue >](#)

Review and submit page

This page shows you your application as far as you have completed it. You can't submit your application until it is complete. If you have uncompleted fields in the form you will get an error message that lists all the sections you have missed. You can click on the link(s) in the error message to be taken to that section of the form.

If you want to make any changes to your form, click the edit link and you will be taken back to that page of the form.

Probate - New application ?

Deceased Details Step 5 – Review and Submit

1 Applicant Details [Deceased details](#) [Edit](#)

2 Filing Location

3 Upload Files

4 Review and Submit [Contact details](#) [Edit](#)

Name: STEPHANIE HERALD Address: Level 13 259 Queen St BRISBANE CITY QLD 4000

Email: stephanie.herald@fake.com.au Phone: 0422222222

Organisation name: QCCase Law

Applicant details [Applicant 1](#) [Edit](#)

Name: Address:

Remember, you can navigate back to the 'Review and submit' page by clicking the link in the progress bar on the lefthand side of the screen.

When you're ready to submit, click the 'Submit application' button. You can't make any further changes to your application once it has been submitted.

Filing location

[Edit](#)

Supreme Court of Queensland registry:

Documents

[Edit](#)

No documents uploaded

Submit application

[Back](#)

[Save](#)

Successfully submitted

After you submit, the page will refresh and you will see your application reference number. This page also gives you information about what happens next including:

- How your application is reviewed
- How your application is filed and assessed
- When you will receive your grant
- How you will receive your grant

The portal does not currently accept payments. When the registry has accepted your application, you will be sent an invoice and a link to pay online.

[Probate - New application](#)



✓ Deceased Details

✓ Applicant Details

✓ Filing Location

✓ Upload Files

✓ Review and Submit

Step 6 – Review and Submit

✓ Your application has been successfully submitted

A confirmation email has been sent to: **stephanie.herald@fake.com.au**.

Your application number is: **REF-0001552**

What happens next?

How your application is reviewed

Your application will be reviewed by the registry staff. They will check all the required information has been provided and it is ready to be filed with the court.

If more information is needed, you will receive a request for information (known as a requisition).

Once you have provided all the required information and documents, you will receive:

- an invoice to pay the filing fee required for the Supreme Court of Queensland to file your documents
- a request to submit the original will to the Supreme Court registry ([by post or in person](#)).

Your application number

Your application number is **not your court file number**. This is a reference number you can use to refer to if you need to seek assistance from the registry.

Your application number will always start with **REF**. E.g. REF-0001524.

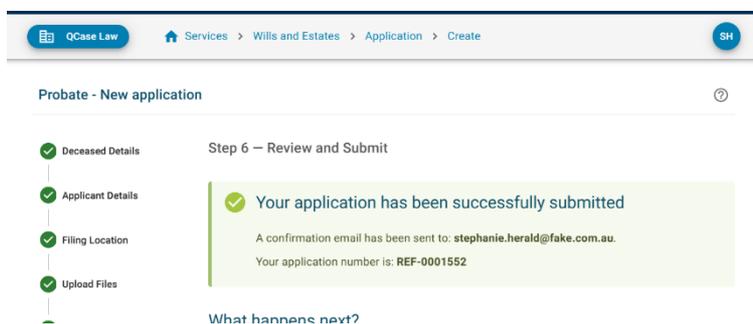
Your court file number

You only **get your court file number after the registry has filed your application**. When this occurs, you will receive an email from the registry advising you of your court file number. You will also be able to see your court file number on your application in the Wills and Estates applications dashboard.

Your court file number will always start with SE. E.g. SE-1311/24.

Wills and Estates applications dashboard

To go to your Wills and Estates applications dashboard, click 'Wills and Estates' in the breadcrumb (the blue links to the left of the link to your profile).



You could also click the 'Return to my applications dashboard' button at the bottom of the page to be taken to your dashboard.

When you will receive your grant

You can track the progress of your application in your applications dashboard.

How you receive your grant

You will receive your grant of probate by email.

[Return to my applications dashboard](#)

Here you can see all the applications for your firm listed in [in](#) a table. The most recent application will always be at the top. Use the search, status filter and location filter to reorder the listings in the table. At the bottom of the table you can select different table display options.

My applications

View and manage all the applications for your organisation. Select an application to get started.

Application ...	Deceased name	Filing locati...	Status	Contact	Actions
SE01341/24	JONES, TOM	Brisbane	Assessed	Rogers, Catherine	View
SE01339/24	MERCURY, FREDDIE	Cairns	Assessed	Rogers, Catherine	View
REF-0001549	Pocket, Polly	Rockhampt...	Lodged	HERALD, STEPHANIE	View
SE01338/24	MARTIN, DEAN	Cairns	Assessed	Rogers, Catherine	View
SE01340/24	CAREY, MARIAH	Brisbane	Assessed	Rogers, Catherine	View
REF-0001545	LEWIS, JERRY LEE	-	Draft	Rogers, Catherine	View ▼

The first column in the table listing the applications for your firm is the 'Application number' column. This will show your application number (e.g. REF-0001524) for draft applications only. When your application has been filed by the court, this number will change to your court reference number which will always start with SE and end with the year (e.g. SE-1311/24).

My applications

View and manage all the applications for your organisation. Select an application to get started.

Application number	Deceased name	Filing loca...	Status	Contact	Actions
SE01341/24	JONES, TOM	Brisbane	Assessed	Rogers, Catherine	View
SE01339/24	MERCURY, FREDDIE	Cairns	Assessed	Rogers, Catherine	View
REF-0001549	Pocket, Polly	Rockham...	Lodged	HERALD, STEPHANIE	View

The status column may show one of the below statuses.

- Draft – not submitted
- Lodged – submitted and being reviewed by the registry
- Filed - filed by the registry after the filing fee has been paid
- Assessed – assessed by the registry
- Referred – referred to a judge
- Finalised - complete

The last column in the table is the 'Actions' column. Here you can click view to go to that application. If an application is a draft you can also delete the draft from here. Click the down arrow and select 'Delete draft'.

SE01340/24	CAREY, MARIAH	Brisbane	Assessed	Rogers, Catherine	View
REF-0001545	LEWIS, JERRY LEE	-	Draft	Rogers, Catherine	View
REF-0001544	Lucy test, Lucy test	Townsville	Lodged	HERALD, STEPHAN	Delete draft

Applications will not expire or be removed from the system. You can keep draft applications open for as long as you need to and review submitted applications at any time.

Notifications from the registry

You will receive an email notification from the registry to confirm when your application has been lodged and filed, and when your grant has been issued.

Requisitions (email)

Requisitions will go to the email address of the person nominated as the legal representative on the 'Applicant details' page.

Downloading your court stamped documents

If your application is successful, you will receive an email from the registry with a link to your court sealed documents.

The link will take you to the 'View proceeding' page where you can see the details of your application as it was lodged. Scroll to the 'Documents' section at the bottom of this page to download your documents.

Documents

 Affidavit	Download
 Affidavit	Download
 Affidavit for Probate	Download
 Affidavit for Probate	Download
 Affidavit of publication	Download
 Affidavit of publication	Download

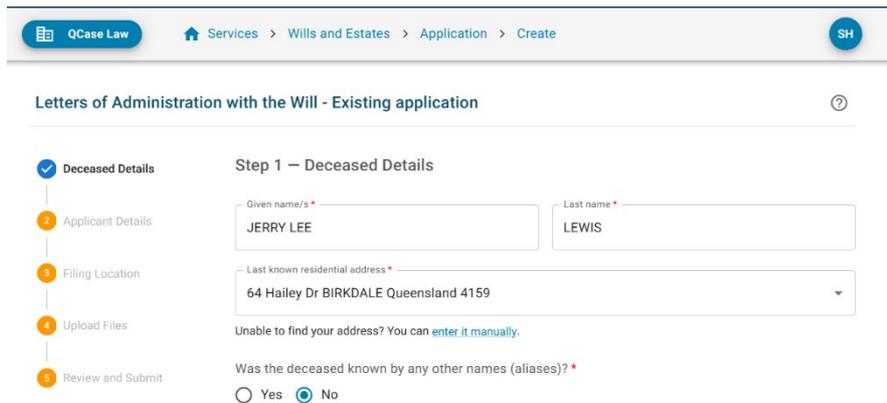
Sharing a verification code for court-issued documents with external parties

You will be emailed a verification code that you can share with external parties who need to verify a Grant of Probate or Orders to Administer.

The verification code will expire after 12 months. You can have your verification code reset by the registry at any time.

Getting assistance

You can contact the registry any time for assistance with your application. In a draft application you can click the help icon (question mark in a circle at the top left) to find the contact details.



QCase Law Services > Wills and Estates > Application > Create SH

Letters of Administration with the Will - Existing application ?

Deceased Details Applicant Details Filing Location Upload Files Review and Submit

Step 1 - Deceased Details

Given name/s* JERRY LEE Last name* LEWIS

Last known residential address* 64 Hailey Dr BIRKDALE Queensland 4159

Unable to find your address? You can [enter it manually.](#)

Was the deceased known by any other names (aliases)?* Yes No

Give feedback

To send us a compliment or complaint about the Queensland Courts and Tribunals Online Services Portal, scroll down to the bottom of any page and click the 'Leave your feedback' button. All feedback is formally recorded and we appreciate any opportunities to learn how we can improve this as a service for you.

