Supreme Court of the Australian Capital Territory

Notice to Practitioners

Special Measures COVID 19: Probate matters

Until further notice, all documents (except the original will) in the following probate applications:

- Grant of Probate
- Letters of Administration (with will)
- Letters of Administration (without will)
- Reseal of Foreign Grant

are to be lodged with the Court via email at the following email address sclisting@courts.act.gov.au

In matters where an original will is required, the original will is to be lodged by post or by placing in the post box located in the Court's foyer.

The application will not be considered until such time as the Original Will has been lodged with the Court and the requisite fee paid.

Instructions of paying fees is at https://www.courts.act.gov.au/about-the-courts/news/response-to-the-covid-19-virus

The Original will may be lodged:

- by post to the Registrar, ACT Supreme Court, GPO Box 1548 CANBERRA 2601; or
- by placing in the post box located in the Court's foyer.

Caveat search: The party applying for probate will send an email to the court at the above email address and request that the registry conduct a caveat search. Upon receipt of a response to this email, the party applying will then file an affidavit of search based on information and belief.

Uplift of will held by court: The party applying for probate will need to arrange, by prior communication with the registry and provision of an appropriate authority, for the release of a will document held by the ACT Supreme Court.

Please refer to the following link for court forms, processes and frequently asked questions:

https://www.courts.act.gov.au/supreme/law-and-practice/wills-and-probate

Jayne Reece
Registrar
ACT Supreme Court

12 August 2021