

Instruction Sheet

RedCrest-Probate



Finalising your application

Before your application can be submitted to the Probate Office, you must finalise and upload all required documents.

What do I need to do?

1. Review the affidavit and inventory of assets and liabilities that has been generated

- If there is any incorrect information in these documents, go back to your online application, correct the details in the appropriate screen and generate the documents again.
- If you need to add any additional clauses to the affidavit, please type these into the affidavit (after the final standard clause and before the place you sign the affidavit) before printing the affidavit.
- Once the affidavit is finalised, it must be sworn or affirmed.

2. Swear or affirm the affidavit

- Affidavits must be sworn or affirmed before a person authorised to take an oath or affirmation.
- When you have the affidavit witnessed you must ensure the exhibit note for each exhibit is signed by the witness and the plaintiff. An exhibit note is included for the death certificate and the inventory.
- For the original will (if applicable), different exhibit note requirements apply. You must handwrite or stamp on a blank part of the will (such as the front or back page if there is one):
This is the exhibit marked with the letter "B", referred to in the affidavit of <insert plaintiff name>, sworn/affirmed on <date> before <authorised witness to insert name and sign>.
- If you are representing yourself, affidavits may be sworn or affirmed at the Probate Office. Please [make an online booking](#) or contact the Probate Office by phone on 8600 2006 to arrange an appointment. The staff at the Probate Office can stamp an exhibit note on the original will or codicil(s)(if any).
- Alternatively, affidavits may be witnessed by others who are authorised by legislation to do so. Justices of the Peace are able to receive affidavits in all States and Territories of Australia. See the [Supreme Court website](#) for a list of authorised witnesses.

3. Upload all required documents

- Once the affidavit and exhibits have been witnessed, go back to your online application. You can access your draft application by selecting 'My Applications' from the Home screen.
- Each document must be scanned and uploaded separately. If you do not own a scanner you can use the scanning facilities available at the Probate Office.

When scanning the original will you must not remove any staples or bindings.

- The Exhibit Note must be uploaded as the first page of the relevant document for all exhibits except for the original will. For example Exhibit A – Death Certificate would contain the exhibit note and the certified copy of the death certificate.

Further information

If you need further assistance in relation to swearing or affirming your affidavit, or uploading your documents, please visit the [Supreme Court website](#) where you can view a completed sample affidavit and exhibits