

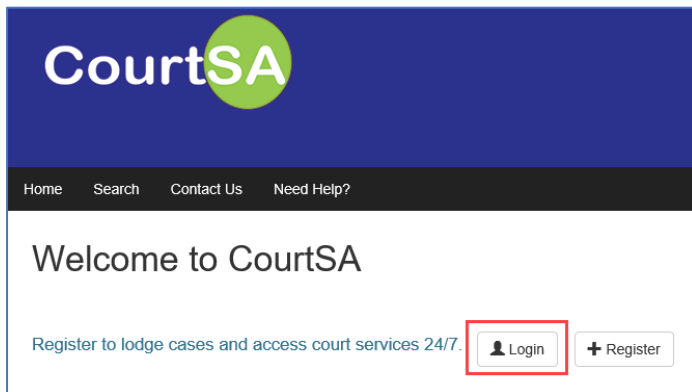
Search for Probate Cases in CourtSA

- After Logging in to CourtSA you are able to search for basic Probate Case details and access a copy of the Grant where applicable.

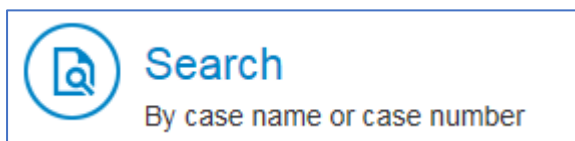
Searching

Launch CourtSA

- Click **Login and Log into your account.**

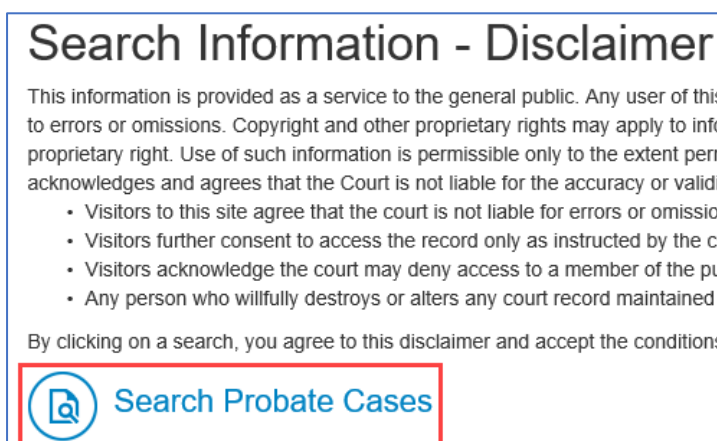


- Click **Search** either on the Home page or in the Black menu bar.



A Search Information - Disclaimer will display. Read it thoroughly.

- Click **Search Probate Cases**



A Case Search screen will appear.

Important Notice: Before starting your Search, note the alert at the top of the screen:

Case Search

Please enter the First Name and Last Name of the Deceased or Will maker

CourtSA will **not permit a search** unless you enter the **First and Last Name** of the Deceased or Will Maker.

If a search is attempted without the required data being entered, you will receive this error:

Please enter the First Name and Last Name of the Deceased or Will maker

4. Enter your **Search Criteria**, Click **Search** and your **results** will be displayed underneath the Search button.

Probate Case Search

▼ Probate Case Search

First Name Filing Date to ▼

Middle Name Date Of Death to ▼

Last Name

[Search](#) [Clear](#)

Case Type ▲	Case Number	Case Name	Legal Representative	Download Grant
Grant	PROB-18- <input type="text"/>	In the Estate of John SMITH	<input type="text"/>	Download

Where a Grant has been issued, you will be able to see a “**Download**” link visible. If you need access to a copy of the Grant and associated Will (if there is one), Click the **Download** button, complete the required form, and the document(s) will be emailed to you.

Where a **large list** of results are displayed, you can further refine your search by adding filing date or date of death information.

Case Type ▲	Case Number	Case Name	Legal Representative
Miscellaneous Application	PROB-18-████	In the estate of Johnny █████	
Miscellaneous Application	PROB-18-████	In the estate of Johnny █████	
Miscellaneous Application	PROB-18-████	In the estate of Johnny █████	
Probate Originating Application	PROB-18-████	In the Estate of John █████	
Probate Originating Application	PROB-18-████	In the Estate of John █████	
Caveat	PROB-18-████	In the Estate of John █████	
Caveat	PROB-18-████	In the Estate of John █████	
Caveat	PROB-18-████	In the Estate of John █████	

Refining Criteria

1. If you know the estimated **filing date or date of death** (or estimated date range), you can enter these dates and click **Search**.

▼ Probate Case Search

First Name	<input type="text" value="John"/>	Filing Date	<input type="text"/>	to	<input type="text"/>	▼
Middle Name	<input type="text"/>	Date Of Death	<input type="text"/>	to	<input type="text"/>	▼
Last Name	<input type="text" value="Smith"/>					

Clearing Searches

1. Click the **Clear** button after each search to completely clear the search criteria and results before commencing a new search.