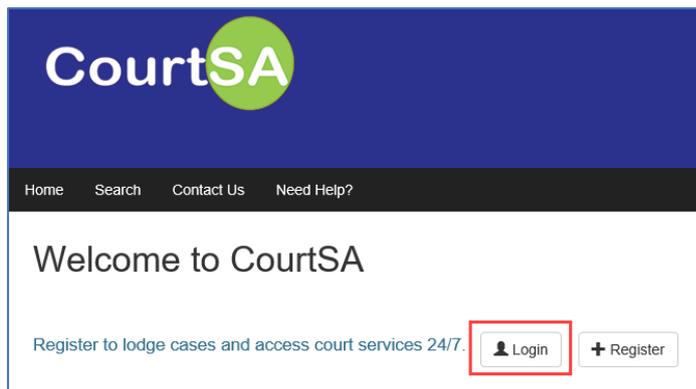


How to find and use application forms in CourtSA

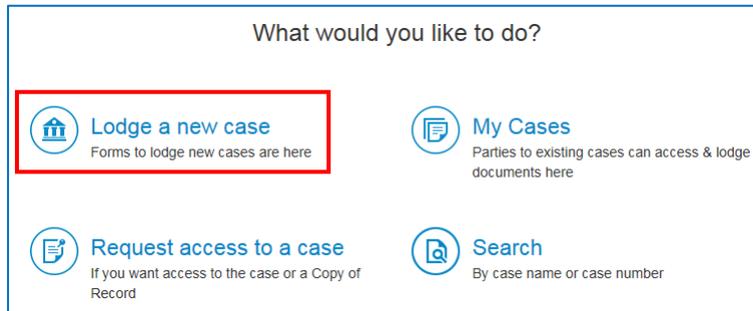
- 📌 CourtSA has a variety of forms available to complete to lodge a case with the Courts. This information shows you where you can find these forms, and explains briefly how to use the form you require.

Launch CourtSA

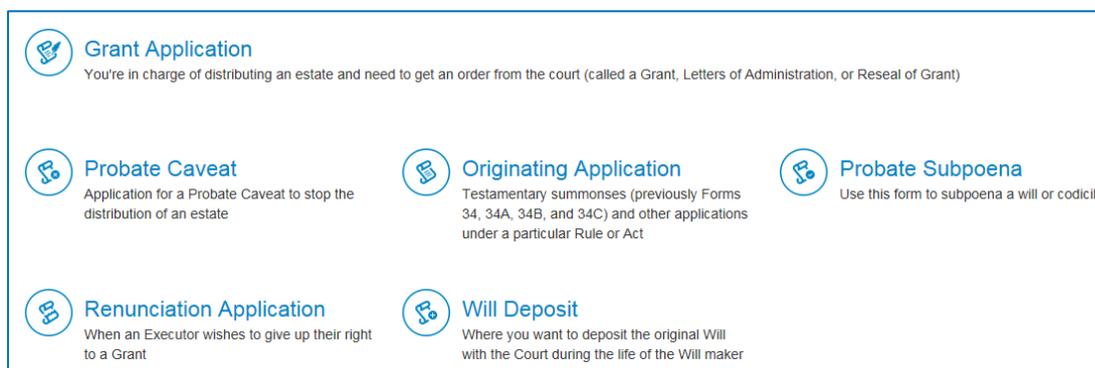
1. Click **Login & Log in to your account**



2. Select **Lodge a new case**



3. A series of forms will be displayed, click on the name of the form you require.



4. The form will open.

Tips for filling out CourtSA forms:

- 🚩 The forms will reveal new questions and information as you answer the questions provided in the form. This will ensure you are only asked applicable questions and presented with appropriate information.
- 🚩 **Read the questions and information as it appears in the form thoroughly.** It will provide you with all of the information you require to successfully complete the form.
- 🚩 **Errors and Alerts** will appear at the top of the form if you have clicked Proceed and a portion of the form was not filled in. (Example below)

Did the deceased have assets in the State of South Australia at the date of their death? *is required.*

- 🚩 In some cases, **links** to more detailed information will be available. Click on these links, and read the information thoroughly.
- 🚩 **Answer the questions within the form accurately.** The information you provide on this form will be used on Court Documents and will be used to by the court registry staff to process your case.
- 🚩 Information that is **mandatory** will be indicated with a red Asterix *
- 🚩 **Before clicking Proceed**
 - You will be able to **Print this Page** if you require a print out of the form for your records.

 [Print this Page](#)

- Click the **Save for Later** button if you need to save your form and return to it later. (**Note:** Forms will remain saved for 30 days only. After 30 days, you will have to start your form again.)

 [Proceed](#)  [Save for Later](#)

5. After successfully completing the form, click the **Proceed** button to progress to the **Cart** where you can pay for this application and other applications if required.