

How you'll be contacted by the courts, see updates to your case and provide more information required for your case.

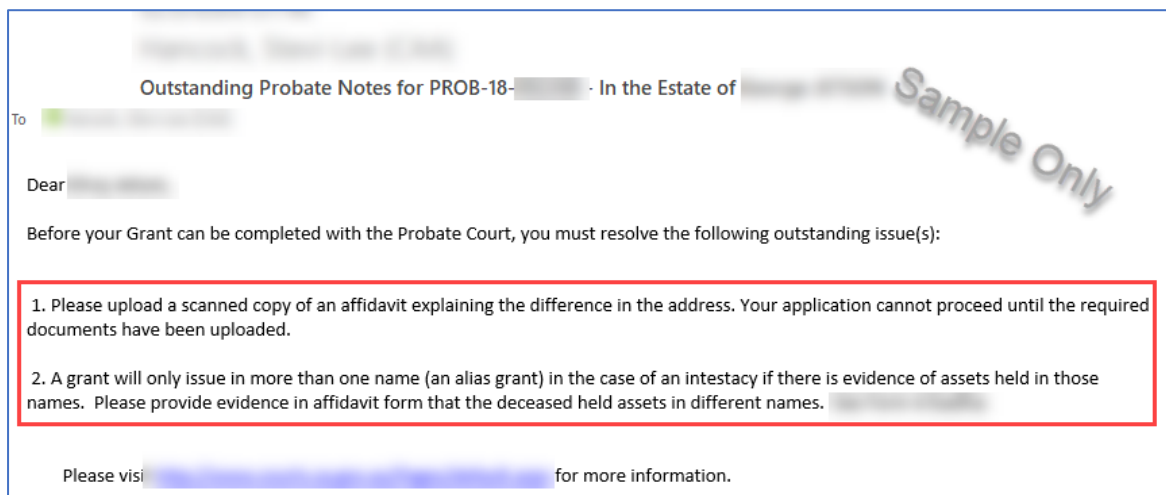
- 📌 The courts registry staff may contact you requesting more information regarding your case.
- 📌 The courts registry staff will update your case on CourtSA as your case progresses.

Courts may Email you

- 📌 The courts registry staff will contact you via email.

1. Check your email inbox regularly for emails from the courts.

Sample email of possible requests for more information:

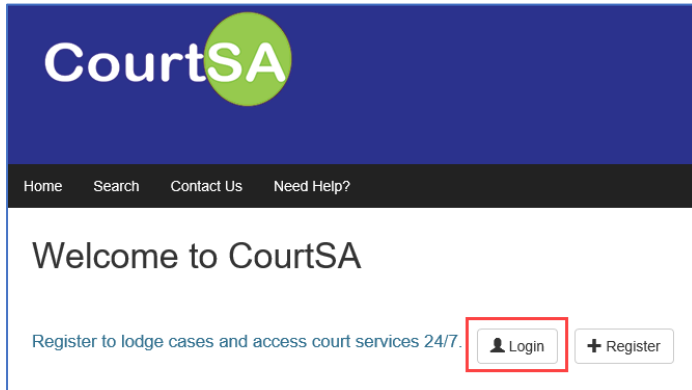


2. Follow the instructions in the email. Some instructions will require that you:
 - a. **Reply to the email** with information; and/or
 - b. **Log in to CourtSA**, open the Case and complete an action

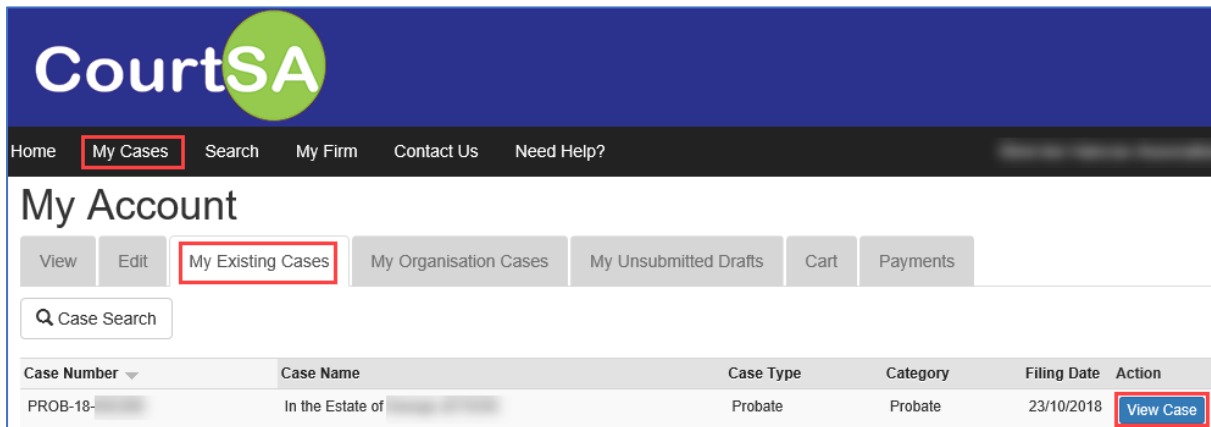
Completing Actions in CourtSA

- 📌 If the courts registry staff contact you requesting more information, it may require you **Login to CourtSA**, visit your case and **complete an Action**.

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



2. Select **My Cases**
3. Select **My Existing Cases**



4. Click **View Case** next to the case number required


5. The **Case** will open with any **Available Actions** listed at the top of the **Summary** information page.
 - ↳ Before completing any Available Actions, review the email correspondence from the courts for specific information or instructions required.

PROB-18-
In the Estate of
Grant

Summary Documents Probate Notes Assets & Liabilities

Summary

Available Actions


 **Lodge Document**
Add a Civil Order, Affidavit, or other type of document.

Case Details

Filing Date	Case Details	Status
23 Oct	In the Estate of Category: Probate	Open as of 23 Oct

Example: If you are required to upload additional documentation:

- a. Click the **Lodge Document Action**

 **Lodge Document**
Add a Civil Order, Affidavit, or other type of document.

- b. Fill in the form as prompted
- c. Click **Proceed**


Probate Grant - Add Other Document

Case Information

In the Estate of
Case Number:
Filing Date: 20
Case Type: Probate
Case Status: OPEN

Lodge Document Grant

What type of document are you uploading? *

 Please select the party lodging this document


ALL PARTIES Search...


<input type="checkbox"/> Name	Party Type	Representation
<input checked="" type="checkbox"/>		

On what date was the Affidavit sworn? *

Whose Affidavit is it (deponent)? *

Please attach your document *





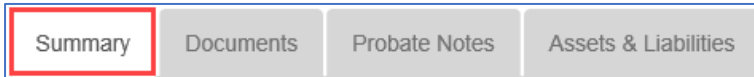
Your action is now complete. The courts registry staff will process the action.

Viewing information and updates to your Case

- As the courts registry staff process your case, you will be able to see changes in the case itself.

Review the following areas of the case to see updates or changes:

Summary

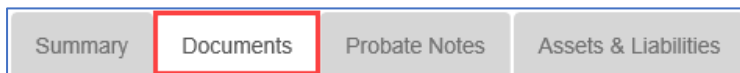


- Available Actions may change throughout the lifecycle of your case, and will vary on a case by case basis.

Available Actions

Lodge Document
Add a Civil Order, Affidavit, or other type of document.

Documents

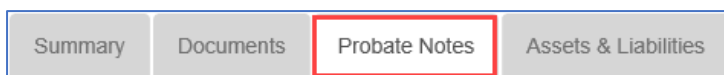


- Documents that have been lodged by parties or that have been generated by the court will be listed.
- Clicking on the document name will enable you to view, download or print the document as required.

Document

Probate Will/Grant Coversheet

Probate Notes (Probate Cases Only)



- Updates regarding your probate case may appear in the **Probate Notes**

Date	Notes from Examiner	
23 Oct	Email request sent. Please upload a scanned copy of an affidavit explaining the difference in the address. Your application cannot proceed until the required documents have been uploaded.	Requisitioned

Assets & Liabilities (Probate Cases Only)

Summary Documents Probate Notes **Assets & Liabilities**

 Details of the Assets & Liabilities information will be displayed

Assets & Liabilities Summary

Total Assets: [REDACTED] **Total Liabilities:** [REDACTED] **Calculated Estate Value:** [REDACTED]
Current (Recorded) Estate Value: [REDACTED] Assets & Liabilities in S.A.

▼ Real Estate

Certificate of Title	Address	Valued By	Estimated Value	Registrar's Certificate
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Awaiting issue of Probate Grant