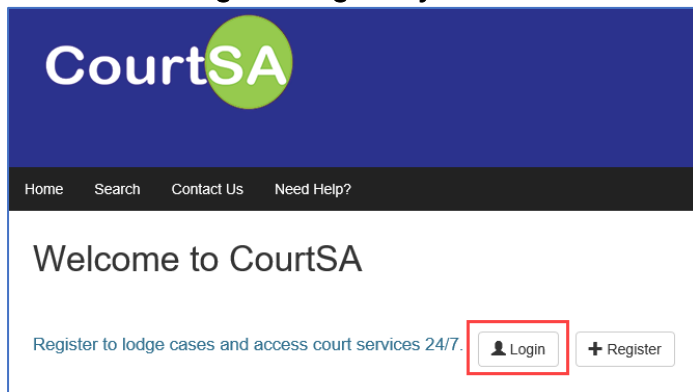


# Tour of CourtSA After Log In

## Navigating CourtSA

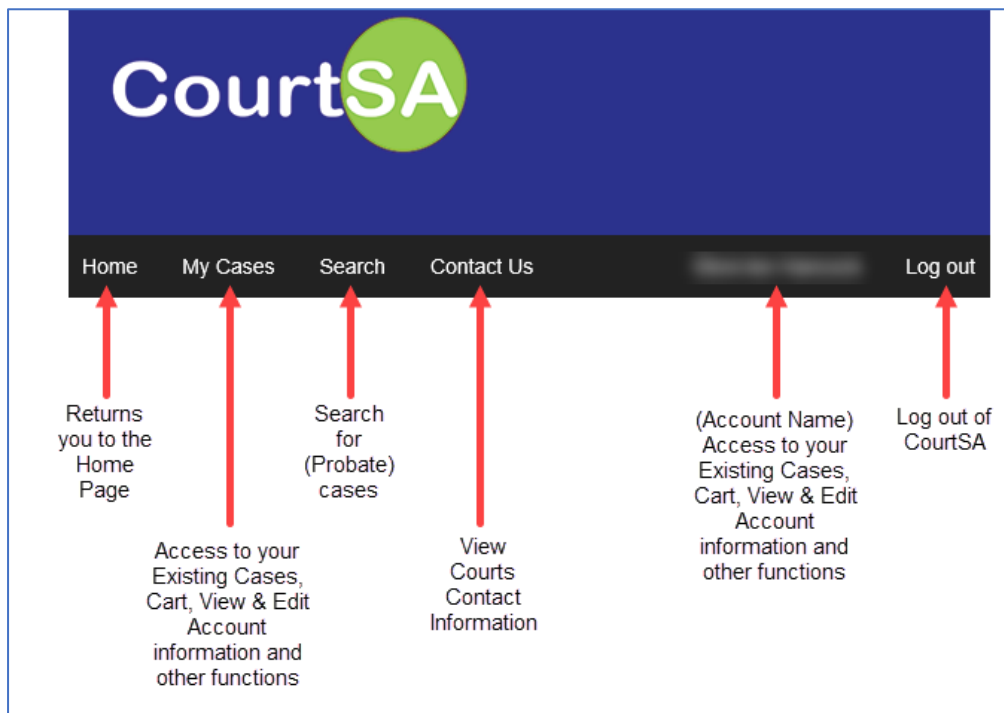
Launch CourtSA

1. Click **Login & Log into your account.**



## Top Navigation Bar

The Top Navigation Bar contains a number of menus and functions described briefly below.



## CourtSA - Home

Once logged in, the CourtSA home page displays giving you options on what actions you can undertake.

What would you like to do?

**1**  **Lodge a new case**  
Forms to lodge new cases are here

 **My Cases**  
Parties to existing cases can access & lodge documents here

**2**  **Request access to a case**  
If you want access to the case or a Copy of Record

 **Search**  
By case name or case number

### 1. Lodge a new case gives you access to the following smart forms:

- Grant Application
- Probate Caveat
- Renunciation Application
- Originating Application (formerly known as Summons)
- Will Deposit
- Probate Subpoena

Links and instructions are also provided here for Secondary Lodgements/Actions.

### 2. Request access to a case

Provides access to forms should you need to:

- **Request Case Access** - to perform actions / be a party to a case
- **Request a Copy of Record**

**My Cases** and **Search** functions on the home page provide identical access to My Cases and Search in the Top Navigation Bar.

## My Cases

After clicking **My Cases**, you will have these options available.

View	Edit	My Existing Cases	My Unsubmitted Drafts	Cart	Payments
View Account Information	Edit Account Information	View & work with <b>Existing Cases</b> you have lodged or gained access to through CourtSA	View & work with any <b>Unsubmitted Drafts</b> (Forms you've saved for later)	View your <b>Cart (pending payments)</b> and make Payments	View all <b>Payments</b> that you have made