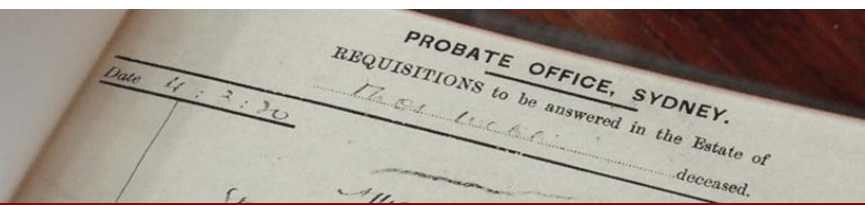




Supreme Court
of New South Wales



How to: upload supporting documents

Quick Reference Guide

Upload supporting documents

Supporting Documents Information box

1. On the **About this application** page you will see a **supporting documents information box**. Information boxes will appear throughout the application and will note the document(s) you may need to upload at the end of the current section.

1

i **Supporting documents**

Upon completion of this section you will be asked to:

- Attach the certified copy of the death certificate of the deceased, Estate Name

Upload page

2. If documents are required for a section in the application, there will be an upload page with a **Guide to attaching your supporting documents**. The guide will assist you to attach your document(s) correctly.

About this application


The information you have provided indicates that additional evidence is required to support your application. Please attach the document(s) as outlined below.

2

i **Guide to attaching your documents:**

- Only PDF files are supported.
- The maximum file size should not exceed 10MB.
- If the document you want to upload is saved as separate files, please upload one file at a time.
- If there are any documents that you don't have with you right now, you may continue your application and upload them at the end.
- Once a document is uploaded you will be able to view or remove the document.
- Note that when completing an Affidavit you need to have it duly witnessed by a Justice of the peace, Solicitor, Barrister, Commissioner for Affidavits, or a Notary public. Visit <https://www.ucprforms.nsw.gov.au> to access UCPR forms.
- If you need to upload multiple affidavits and they are all sworn by the one person, they may be contained in a single affidavit.

Attach the death certificate of the deceased, Estate Name *

 Choose a file to upload

Choose a file to upload

3. To select a file to upload, click inside the **Choose a file to upload** box. This will open your computer's file management system.

Attach the death certificate of the deceased, Estate Name *

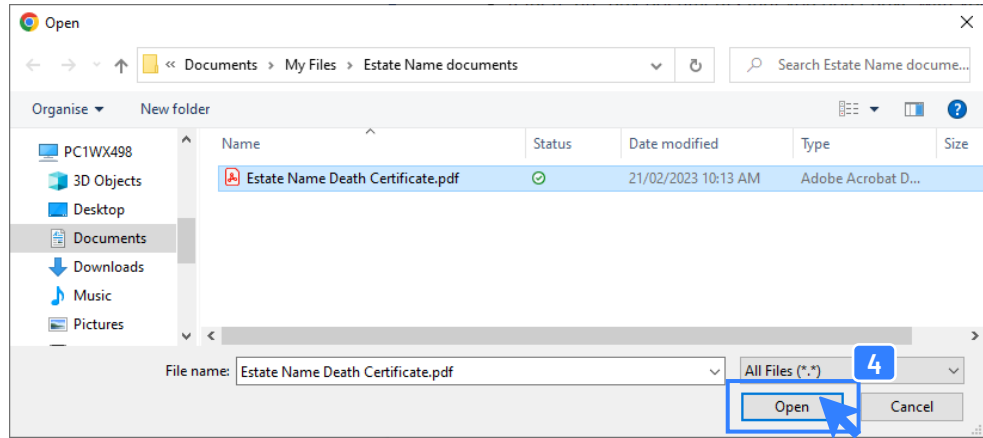
3

 Choose a file to upload

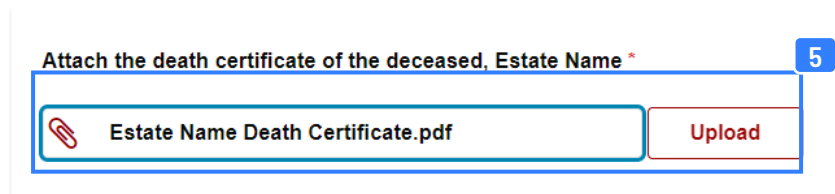
Upload supporting documents

Select file

4. Select the document to upload using your computer file manager and click open.

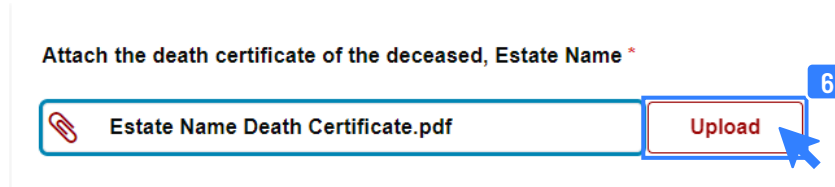


5. Once selected, the name of the file will appear in the **Choose a file to upload** box and the upload button will be red.



Upload your document

6. Click **Upload** to upload your document.



Upload supporting documents

Upload your document (con't)

7. A green message confirming that the attachment has been uploaded successfully will appear for a few seconds across the top of the screen.
8. A document field listing your document name and the upload date will appear below the **Choose a file to upload** box.

Home > My Applications > The Estate of 7

The attachment has been uploaded successfully.


About this application

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- If you need to upload multiple affidavits and they are all sworn by the one person, they may be contained in a single affidavit;

Attach the death certificate of the deceased, Estate Name *

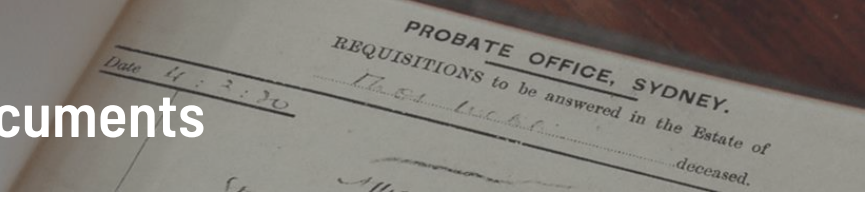
No.	Document	Upload date	Remove
#1	Estate Name Death Certificate.pdf	21 Feb 2023	

8

No.	Document	Upload date	Remove
#1	Estate Name Death Certificate.pdf	21 Feb 2023	

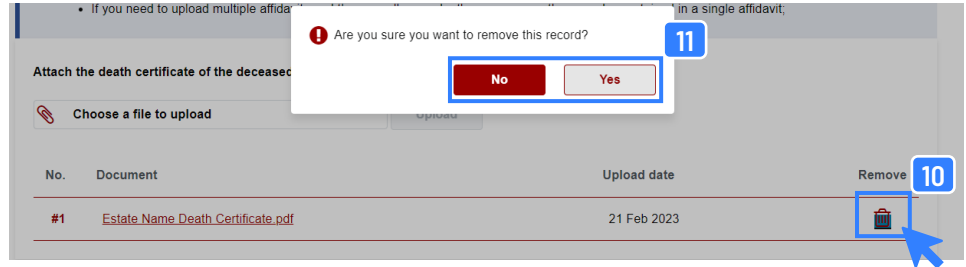
9

Upload supporting documents



Removing an uploaded document

10. If you have uploaded the wrong document, click remove.
11. A dialogue box will prompt you to confirm if you would like to remove this record. To remove the record, click yes and return to step 3.



Continue and upload document later

12. If you do not have the document to upload you can still proceed with the rest of your application. You can navigate back to the relevant page and upload the document when ready. You will also be prompted to upload the document on the **Application summary** page.