



Supreme Court of Newfoundland and Labrador

Wills, Estates, and Guardianship E-Filing

Quick Reference Guide

Table of Contents

Table of Contents.....	1
List of Figures	2
1. Purpose	3
2. Wills, Estates, and Guardianship e-Filing website link.....	3
3. What is e-Filing for Wills, Estates, and Guardianship?	3
4. What Wills, Estates, and Guardianship documents can be e-filed?	4
5. Searching Notices and Caveats and Obtaining Copies of Estate Cases	5
6. Obtaining an e-Filing account	9
7. Navigating the e-Filing website.....	10
8. Payment of Wills, Estates, and Guardianship filing fees.....	11
8.1 Step 1 - Accessing ePayment broker and entering your credit card information.....	12
8.2 Step 2 – Document acceptance and payment of filing fees.....	14
9. E-Filing Notifications	15
10. E-Filing support	15

List of Figures

Figure 1: E-Filing Steps	4
Figure 2: Notice and Caveats Searching	5
Figure 3: Notice and Caveats Results	6
Figure 4: Specify Delivery Method	7
Figure 5: Define Search Criteria.....	8
Figure 6: Search Results and Provide Payment.....	9
Figure 7: Document Selection	9
Figure 8: Navigating the E-Filing Website	10
Figure 9: EPayment Broker Credit Card Processing System.....	13
Figure 10: Pre-Authorization Receipt.....	14

1. Purpose

This document is intended to serve as a quick reference guide for the Wills, Estates, and Guardianship e-Filing system (sometimes referred to as (Probate e-Filing). It provides the following information:

- Wills, Estates, and Guardianship e-Filing website link
- What is e-Filing for Wills, Estates, and Guardianship?
- What Wills, Estates, and Guardianship documents can be e-filed?
- Online searching for Notices, Caveats, and Estates
- Obtaining an e-Filing account
- Steps to filing specific types of documents
- Payment for Wills, Estates, and Guardianship filing fees
- Sample payment screens
- E-Filing support number and email address
- Go Live dates

This document does not cover the rules associated with filing Wills, Estates, and Guardianship documents nor does it provide legal advice. It also does not have a section for all types of documents. Many of the documents are similar and use the same step-by-step process.

2. Wills, Estates, and Guardianship e-Filing website link

The Wills, Estates, and Guardianship e-Filing system can be accessed from the existing Supreme Court website located at [http:// court.nl.ca/supreme/general/index.html](http://court.nl.ca/supreme/general/index.html)

3. What is e-Filing for Wills, Estates, and Guardianship?

Wills, Estates, and Guardianship e-Filing is the process of transmitting Wills, Estates, and Guardianship documents to the Supreme Court through an electronic medium, rather than in paper format. Just as if you filed in person, your document can be filed with the Supreme Court in the Jurisdiction you select. You will be asked questions in a step-by-step format during the filing process. Each step is designed to assist you in accurately completing and submitting the necessary Wills, Estates, and Guardianship document. Incomplete or inaccurate information may result in the delay or rejection of your claim. In any event you will be notified via email of the status of your document. You will receive these status updates via the email address on file with the Office of the High Sheriff. This email address would have been supplied when registering for your Judgment Enforcement Registry account. An electronically filed document will be reviewed by a Wills, Estates, and Guardianship staff member within one business day.

Documents filed through this system are available for viewing and/or editing. You may review your document at any time. You can only edit your own document if it is “in progress” or has been

“rejected” by the Supreme Court. A document filed electronically has the same legal effect as the original document. Filing a document electronically does not alter or extend any filing deadline. A document received electronically after the close of business is considered to have been filed on the next court day. (Please consult the Government of Newfoundland and Labrador’s website for a list of statutory holidays.) The fees for filing electronically are the same as filing via mail or in person. To use this website, you must be able to pay for all fees with a valid credit card or agree that your documents will not be processed until your fees are paid.

E-Filing is **EASY!** Follow these simple steps:

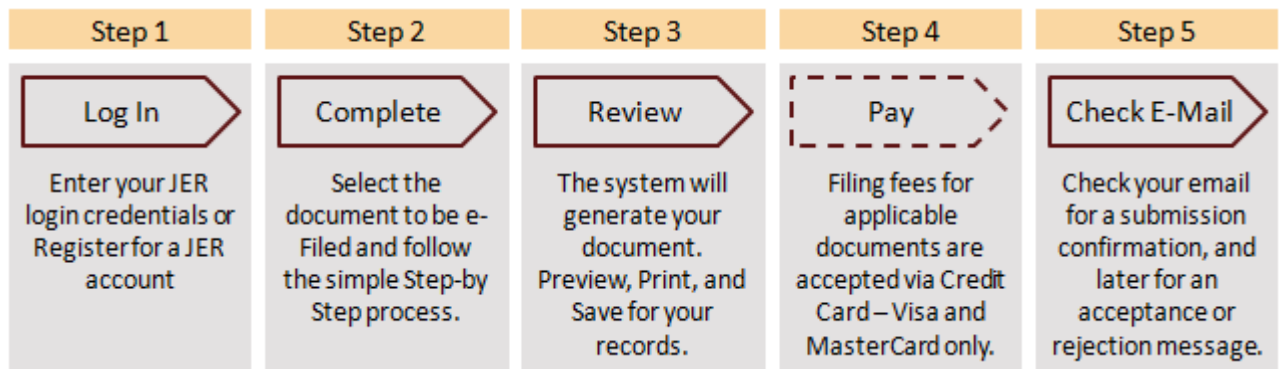


Figure 1: E-Filing Steps

4. What Wills, Estates, and Guardianship documents can be e-filed?

The following Wills, Estates, and Guardianship documents are available for electronic filing:

1. Notice of Application
2. Withdrawal of Notice of Application
3. Caveat
4. Withdrawal of Caveat
5. Petition for Letters of Probate
6. Petition for Letters of Administration
7. Petition for Letters of Administration, D.B.N.
8. Petition for Letters of Administration, C.T.A.
9. Petition for Letters of Administration, C.T.A., D.B.N.
10. Petition for Letters of Guardianship - Minors
11. Petition for Letters of Guardianship – Mentally Disabled

5. Searching Notices and Caveats and Obtaining Copies of Estate Cases

The Wills, Estates, and Guardianship e-Filing system also allows for the searching of Notices and Caveats and the searching of Estate Cases.

1. **You do not need to be a registered user to utilize the search functionality.**
2. **Credit card is required to submit Estate Case requests only, searching Notices and Caveats is free.**

In **Notices and Caveats**, you can search to determine if a Notice or a Caveat has been filed for a particular deceased individual. This search is free of charge. The simple search form is displayed below in Figure 2 below.

The screenshot shows the website header for the Supreme Court of Newfoundland and Labrador, featuring the coat of arms and the text "The Law Courts of Newfoundland and Labrador" and "Supreme Court". To the right, it says "Electronic Filing" and "Courts of NL". Below the header, there are navigation links for "Supreme Court", "Trial Division", "Unified Family Court", and "Court of Appeal".

The main content area is titled "Search Registries > Search Notices and Caveats". Below this title, there are three navigation links: "Search Registries Home", "Search Notices and Caveats", and "Search Estate Cases".

A note states: "Only Notices that are equal to or less than 6 months old can be returned using this search feature. There is no limitation period for searching Caveats."

The search form includes the following fields:

- * Initiating Jurisdiction for Claim: Search All. (dropdown menu)
- * Company/Last Name: Smith (text input)
- First Name: John (text input)
- Middle Name(s): (text input)
- Date of Death: 16-Dec-2010 (text input)

At the bottom of the form are "Search" and "Reset" buttons.

On the left side of the page, there is a vertical menu with the following links: e-Filing Home, Manage e-Filings, Search Registries, General Information, Advisories, FAQ, Forms, Links, Help, and Login.

Figure 2: Notice and Caveats Searching

Once the search is complete, your results are displayed. Click the **"Details"** link to view information on the Notice or Caveat. This can be seen in Figure 3 below.

e-Filing Home	Search Registries > Search Notices and Caveats
Manage e-Filings	Search Registries Home Search Notices and Caveats Search Estate Cases
Search Registries	Only Notices that are equal to or less than 6 months old can be returned using this search feature. There is no limitation period for searching Caveats.
General Information	
Advisories	
FAQ	
Forms	
Links	
Help	
Login	

* Initiating Jurisdiction for Claim: ?

* Company/Last Name: ?

First Name: ?

Middle Name(s): ?

Date of Death: ?

3 result(s) found.

Case Number / Description	Event Name	Actions
[REDACTED]	[REDACTED]	Details
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	Details
[REDACTED]	[REDACTED]	

Figure 3: Notice and Caveats Results

In searching **Estate Cases**, you enter search criteria and request a copy of the Estate file for a fee. There is a \$10 fee per estate file requested. A copy of the Estate file can be mailed, faxed, emailed or made available for pickup. This Estate Case search is similar to filing a “Requisition for probate search” except the request is made electronically.

Figure 4 below displays “Step 1” of the four step process to requesting a copy of an Estate file. In this step you inform the Supreme Court how you want to receive your copy of the Estate file.

Step 1 - Setup Delivery Method

Please note that delivery is available throughout Canada only.

* **Delivery Method:** Pickup Mail Delivery Fax Email ?

 If for any reason a delivery method not be available in your Jurisdiction you may be contacted to arrange an alternate delivery method. Please provide appropriate contact information.

First Name: ?

* **Company/Last Name:** ?

* **Mailing Address 1:** ?

Mailing Address 2: ?

* **Community:** ?

Province: ?

* **Country:** ?

Postal Code: ?

[Find A Postal Code](#)

Telephone Number: ?


Fax: ?

Email Address: ?

Figure 4: Specify Delivery Method

Step 2 of the process is defining the search criteria. Here you specify one or more deceased individuals. You may add multiple searches by clicking on the “**Add Another**” link. Remember, you pay \$10.00 per Estate file requested.

Step 2 - Define Search Criteria

 This Search Registries Request has been assigned tracking number 2011000000333.

First Name: ?

* Company/Last Name: ?

Middle Name(s): ?

A DATE OF DEATH is required to narrow search results. If you know the exact date of death enter it by using the date control calendar (click in the text field below to reveal).

- If the exact date of death is not known, the search engine will search **5 years prior and 5 years later** than the date of death entered. For example: if **July 1, 1965** is entered, the search engine will return results for a date of death **between July 1, 1960 and July 1, 1970**. Feel free to try different search scenarios for the same deceased person.
- If your search criterion reveals zero matches and you feel the results are in error, you may contact the nearest Supreme Court location.

* Date of Death: ?

Community: ?

* Initiating Jurisdiction for Claim: ?

To add additional entries for **Define Search Criteria** of **Search Estate Cases** click '**Add Another**'. The data on this page will be saved.

Otherwise, if you are done with step **Define Search Criteria** simply click '**Save and Next**'

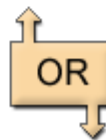



Figure 5: Define Search Criteria

Once Step 2 is complete, Step 3 will display your search results and request payment. The matching deceased person's name, place of residence and date of death will be displayed to help identify the

exact person. Provide payment first, and then select the specific case and documents you wish to obtain.

Step 3 - Provide Payment

 Please Note: If you believe your search results are in error, please contact your nearest Supreme Court office.

Search criteria: SMITH of DOD: 04-FEB-2009 (04-FEB-04 ~ 04-FEB-14)	
in The Estate Of [REDACTED] of St. John's	DOD: 31-MAR-04
in The Estate Of [REDACTED] of Harbour Grace	DOD: 20-MAY-04
in The Estate Of [REDACTED] of Glovertown	DOD: 17-JUL-04

Figure 6: Search Results and Provide Payment

Once payment is received, you can now select the specific case and the documents you wish to obtain. You may choose to receive a copy of the entire Estate case or specific documents. This screen can be seen below in Figure 7.



The screenshot shows a document selection interface. At the top, there is a red button labeled "Request All Documents". Below it, a list of document types is shown: "Petition" (yellow), "Will" (blue), "Inventory" (brown), and "Order" (green). Below the document types, there are three rows of case information. Each row shows a case name (partially redacted), a date in parentheses, and a set of five colored buttons (green, brown, blue, yellow, red) with a question mark icon to the right.

Figure 7: Document Selection

6. Obtaining an e-Filing account

To access the Wills, Estates, and Guardianship e-Filing system you must have a Judgment Enforcement Registry (JER) username and password. To obtain this account, please complete a Remote Access Client Application form and return to the Office of the High Sheriff. On this form you must specifically request access for the "Supreme Court e-Filing system". This form is available on the JER website. Only **one** account per Law Firm is required. This initial account holder will be the "JER office administrator" for the Law Firm and can add additional user accounts via the JER website.

Please note: When completing the JER Remote Access Client Application form or when adding users via the JER website, an email address **is required**.

The link to the JER website is below:

<https://jer-remote.justice.gov.nl.ca>

The link to the Remote Access Client Application form is below:

<https://jer-remote.justice.gov.nl.ca/forms/remoteap.pdf>

7. Navigating the e-Filing website

The e-Filing website is designed to be very user-friendly. It consists of a login screen, general information, and an area for you to create new documents or review/edit previously created documents. An overview of a common e-Filing page is provided below.

The website can be divided into three sections, A, B, and C. These can also be identified as A = Left Hand page navigation; B = Top of page Navigation; and C = Main body. See Figure 8 below for graphical representation.

The screenshot displays the e-Filing website interface. At the top, there is a header with the logo for 'The Law Courts of Newfoundland and Labrador' and the 'Supreme Court' logo. To the right, it says 'Electronic Filing' and 'Courts of NL'. Below the header, there is a navigation bar with 'Supreme Court' and 'Trial Division | Unified Family Court | Court of Appeal'. The main content area is divided into three sections: A, B, and C. Section A is the left-hand navigation menu, which includes links for 'e-Filing Home', 'Manage e-Filings', 'Notice of Application Steps', 'Search Registries', 'General Information', 'Advisories', 'FAQ', 'Forms', 'Links', 'Help', and 'Logout'. Section B is the top navigation bar, which includes 'MANAGE e-FILINGS > Start New Filing > Probate and Administration', 'Notice of Application', 'Step 1 | 2 | 3 | 4 | 5 | 6', 'Review Steps', 'Preview', and 'Manage e-Filings Home | Start New Filing | Review/Edit Filings | Print Page'. Section C is the main body of the page, which is titled 'Notice of Application' and 'Step 1 - Identify Deceased and Jurisdiction'. It contains a form with fields for 'Salutation', 'Last Name', 'First Name', 'Middle Name(s)', 'Community of Residence', 'Province of Residence', 'Country', 'Occupation', and 'Date of Death'. Each field has a question mark icon next to it.

Figure 8: Navigating the E-Filing Website

- **A = Left Hand Navigation.** This section provides an e-Filing user with the ability to jump to various pages within the website. Most of these pages are informational as they contain frequently asked questions, links, and help sections. In addition, the left hand navigation allows a person to jump from step-to-step while creating or editing an e-filing document.
- **B = Top Navigation.** This section provides an e-Filing user with the ability to enter the document creation/editing area. This is accomplished by clicking on Manage E-Filings. To start a new document, simply select “Start New Filing”. To review/edit previously created documents simply select “Review/Edit Filings. The top navigation area also allows a person to print a page, review the document steps, or to jump back or forward to a step within a document by simply clicking on the step number. The top area also provides information on where you are in the e-Filing site. This is known as a “breadcrumb trail”. You can see this in the above image and contains the text:

“MANAGE e-FILINGS > Start New Filing >”

This tells us that we are within the start new filing area, have accessed the Wills, Estates, and Guardianship area and are now creating a document.

Lastly, any document that is created via the e-Filing site will be assigned a tracking number. This is a unique number that is assigned to your document only. This is displayed in the top right corner on any page after the tracking number is created. It also displays the case number an identifying name for your case, if it has been assigned.

- **C = Main Body.** The remaining area of the website is the main body or heart of the system. Here the text on the page changes often and provided a user with a number of different functionalities. This can vary from creating a document, editing a document, uploading attachments, paying filing fees, or simply providing informational text.

While navigating and creating/editing documents you will find many instances of a little blue icon with a question mark symbol (?). At any time if you need assistance on what kind of information is being requested, simply place your mouse on this icon and an informational message will appear.

8. Payment of Wills, Estates, and Guardianship filing fees

Wills, Estates, and Guardianship documents filed electronically that has an associated filing fee can be paid via credit card. Only MasterCard and Visa are accepted. The Wills, Estates, and Guardianship e-Filing system uses the secure ePayment Broker Credit Card processing system owned and supported by the Government of Newfoundland and Labrador. The user has the option to pay later if they

agree/understand that payment will be required prior to any action occurring on their document, even acceptance/rejection.

Filing a document which has a filing fee is a two-step process. However, the second step usually involves no action on the part of the e-Filing user.

8.1 Step 1 - Accessing ePayment broker and entering your credit card information

After you complete the step-by-step process and have reviewed your document, you are asked to enter the Government of Newfoundland and Labrador's ePayment Broker system. You do this by clicking on the **"Proceed to ePayment Processing"** button. This is the same system used for collecting fees on the Government of Newfoundland and Labrador's Motor Vehicle Registration website. This system will collect your credit card information and perform a validity check and pre-authorized debit. No money is charged on your credit card at this time. A pre-authorized debit places a hold on an amount equal to the document filing fee. For example, your document costs \$100 to file, your credit card balance is \$0, and your available credit card limit is \$5000. After the pre-authorized debit, your credit card balance is \$0 and your available limit is \$4900. The hold placed on this \$100 lasts 3 – 5 business days or until your document is accepted by the Supreme Court. You will receive a credit card pre-authorization receipt which you can print for your records.

Figure 9 displays the ePayment Broker system for Supreme Court Civil Division – Wills, Estates, and Guardianship.

Online Payments

Supreme Court - Probate and Administration

Purchase Information

2010000000291 - Supreme Court Filing Fee	\$ 100.00
GST	\$ 0.00
HST	\$ 0.00
Total:	\$ 100.00

[Privacy, Liability and Disclaimer Statement](#)

Payment Type

Please select a method of payment:

Credit Card:

Card Holder Name:

Card Number:

Expiry Date: 01 / 2010

Card Type:  

Figure 9: EPayment Broker Credit Card Processing System

After you enter your credit card information and click “**Submit Payment**”, you are taken back to the e-Filing system where a credit card pre-authorization receipt is displayed. Print or save this page for your records. Figure 10 displays a sample pre-authorization receipt.

By clicking 'I Agree', the filer attests:

1. that the information provided in the preceding pages is complete and accurate;
2. that the typewritten signatures contained in the electronic documents submitted correspond to the handwritten signatures on the paper versions of these documents; and
3. that the paper versions with handwritten signatures will be retained and produced in court upon request.

* I Agree: ?

eFiling Transaction Response			
TransType	PREAUTH		
ResponseMessage	APPROVED * =		
CardHolderName	XXXXXXXX XXXXXXXX		
Transaction Amount	\$100.00		
GatewayID	AuthCode	DateApproved	
727673-0_7	055824	3/26/2010 2:38:07 PM	
AuthNum	TransID	CardType	ResponseCode
660021630019977350	780000QH	MC	27

Figure 10: Pre-Authorization Receipt

Once you have successfully passed the credit card pre-authorization, simply click “**Finish – Submit Filing**”. This will push all your Wills, Estates, and Guardianship information into an internal system where a Supreme Court staff member will be notified of its arrival. *Please note: No financial information is stored in the Wills, Estates, and Guardianship e-Filing system. All credit card information is passed to and used by the Government of Newfoundland and Labrador’s ePayment Broker system.*

Once you have successfully submitted your document, you will receive a submission confirmation screen. You will also receive an email informing you that your document has been successfully submitted.

8.2 Step 2 – Document acceptance and payment of filing fees

If your document is accepted by the Supreme Court, your credit card is charged the applicable filing fee. You will receive an email informing you that your document has been accepted. In the example above, your credit card balance is now \$100 and your credit card limit is \$4900. If the 3 – 5 day pre-authorization period has expired prior to your document being accepted by the Supreme Court, you will receive an email requesting that you access the e-Filing website and re-enter your credit card

information. Some reasons for why pre-authorization might expire prior to acceptance by the Court include:

- Document filed leading into a holiday weekend; and
- Court closures due to natural or manmade occurrences.

If your claim is rejected, the Supreme Court will not charge your credit card. The pre-authorized debit will expire on its own after 3 – 5 business days. You will receive a rejection notice via email explaining why your document has been rejected. You may then edit and resubmit.

9. E-Filing Notifications

The e-Filing system uses email as its main contact medium. Any correspondence that needs to be communicated to an e-Filing user about a document that has been e-Filed is sent via email. If you file a document, monitor your email for an acceptance or rejection email. Also, use the Review/Edit Filing

10. E-Filing support

The Wills, Estates, and Guardianship e-Filing system is supported by Supreme Court staff. These staff members are available to assist e-Filing users. Please call **1-855-397-2569** Monday – Friday between the hours of 8:30 AM – 12:30 PM and 1:30 PM – 4:30 PM Newfoundland Standard Time. During summer hours the Supreme Court closes are 4 PM. If unable to reach a staff member, please leave detailed contact information on the messaging service provided and a staff member will return your call.

You may also contact the Wills, Estates, and Guardianship e-Filing system support team by **email** at ProbateEfiling@supreme.gov.nl.ca. Please allow at least 1 business day for a response.