

SUPREME COURT OF TASMANIA

CIRCULAR TO PRACTITIONERS

No. 16 of 2025

26 November 2025

PAYMENT OF PROBATE FEES BY ELECTRONIC FUNDS TRANSFER

This Circular replaces Circular 9 of 2016.

In order to expedite the issue of grants of representation, the Probate Registry accepts electronic funds transfer for payment of probate fees.

Practitioners are able to make payment by electronic funds transfer to the following bank account:

Account Name:	Department of Justice Operating Account
Bank:	Westpac
BSB:	037-001
Account No:	267793
Reference:	Probate

To enable efficient release of the Grant of Probate or Letters of Administration, once payment is made to the above bank account, practitioners must send a remittance advice by email to:

copy to: probate@supremecourt.tas.gov.au
SupremeCourt.Accounts@supremecourt.tas.gov.au

To enable timely reconciliation of EFT payments, it is important that practitioners include the following details:

- 1. Practice name;**
- 2. Date of payment;**
- 3. Amount of payment;**
- 4. Probate file reference number, the name of the estate or such other information to enable the correct and timely receipting.**
- 5. Transaction receipt number from the firm's financial institution.**

Subject to any requisitions being satisfactorily answered a grant of probate will issue after the remittance advice is matched with the invoice.

B P McManus
DEPUTY REGISTRAR