



Request for Administration Account

File Details

Particulars can be found at <http://www.scvprobate.com.au/probate/Search/ApplicationIndex.aspx>

Application Number: S PRB

Date application granted: _____
Please note that a request will not usually be made prior to 12 months from the date of the grant

Name of Deceased: _____

Name of Requestor: _____

E-mail & Phone: _____

Requestor's relationship to the estate

- Beneficiary of the estate
- Solicitor acting on behalf of a beneficiary
- Other
Please provide particulars below (to be assessed on a case by case basis)

Information about making a request

The Court or the Registrar of Probates may at any time require an executor or administrator to file an administration account pursuant to rule 6.03 of the Supreme Court (Administration and Probate) Rules 2023. A request will typically only be made by the Registrar where an interested party indicates they have previously taken reasonable steps to obtain an account of the estate from the executor/administrator and the Registrar is satisfied there is a reason a request should be made.

Outline steps already taken to request an account

Please list any steps taken to obtain an accounting of the estate below:

Reason for request

Please provide information about the reason you are requesting an account below:

How to submit your request

Once you have completed this form email a signed copy to probate@supcourt.vic.gov.au together with any copies of documents you have from the granted application (e.g. affidavit, inventory of assets and liabilities, will (if applicable)). If you do not have these documents please advise in your email.

Signature of Applicant / Solicitor: _____ Date: _____