

# Probate Express.

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**SERVICES AND FEE PROPOSAL**

**QUEENSLAND**

**AUSTRALIAN CAPITAL TERRITORY**

**NEW SOUTH WALES**

**VICTORIA**

# Probate Express Services and Fee Proposal:

## OBTAINING A GRANT OF REPRESENTATION

Obtaining a grant of representation (Grant) – be it a Grant of Probate, Grant of Letters of Administration with the will or a Grant of Letters of Administration on Intestacy, is often the first step needed to administer the estate of a deceased person.

A Grant may be necessary to:

- Release funds from a bank or other financial institution
- Release a refundable accommodation deposit
- Protect the executor
- Settle a dispute regarding a will

The purpose of obtaining a Grant is to confirm the validity of the will (if there is one) and to confirm or convey authority on the person(s) named in the Grant to conduct the administration of the estate.

There can be great benefit in obtaining the Grant in a quick and efficient manner.

McInnes Wilson Lawyers (**MCW**) offers its services to streamline the process of obtaining a Grant.

Clients can attend any of our offices convenient to them or documents can be posted for signing. If circumstances require it, MCW can travel to meet with clients personally. MCW has offices in the following locations:

State	Where can MCW assist clients?
Queensland	Level 23, 345 Queen Street BRISBANE QLD 4000
Queensland	Level 4, 8 Maroochydore Road MAROOCHYDORE QLD 4558
Queensland	Level 4, Suite B, 52 Davenport Street SOUTHPORT QLD 4215
New South Wales	Suite 2B, Level 30, 201 Elizabeth Street SYDNEY NSW 2000
Victoria	Level 14, 31 Queen Street MELBOURNE VIC 3000
Australian Capital Territory	Level 6 Canberra House 40 Marcus Clarke Street CANBERRA ACT 2600
South Australia	Suite 1.2 50 Pirie Street ADELAIDE, SA 5000

# Fees for Services.

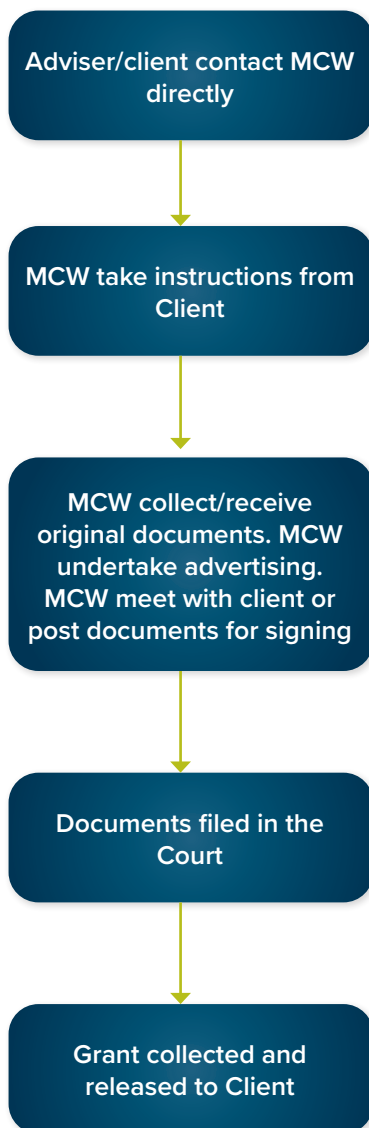
MCW always wants fees for legal services to be clear, up front and competitive.

MCW fee for a standard Grant is **\$1,500 plus GST and outlays.**

The hourly rate for an initial estate administration consultation, should it be necessary, is reduced to \$450 plus GST per hour.

Item of Work	Fee (excluding GST)	Disbursements (excluding GST)
<b>Grant (Probate or Letters of Administration with the Will/Intestacy)</b>		
Advertising of intention to apply for Grant Court documents	\$1,500 fixed fee for standard application	Court Filing Fee: QLD: \$722.60 NSW/ACT/VIC: variable
<ul style="list-style-type: none"> <li>• Application/ Originating Motion</li> <li>• Affidavit of Applicant/s</li> <li>• Exhibits/Annexures</li> <li>• Affidavit of Publication of Service</li> </ul>		Advertising (estimate): QLD: \$241.70 NSW: \$45.00 ACT: \$250.00 VIC: \$23.70
<b>Additional Documents (if required)</b>		
Renunciation – arranging signed consent to application of someone entitled to apply in priority to applicant	\$250	
Affidavit of Plight, Condition and Finding – to explain the condition of the will if necessary	\$250 or hourly rates for necessary investigations	
Affidavit of Due Execution – to explain circumstances of signing the will if necessary	Hourly rates based on time recorded pursuant to a costs agreement	
Other complexities – advice on informal wills, upholding a copy of a will, lost wills, revoked wills	Hourly rates based on time recorded pursuant to a costs agreement	
<b>Other Estate Administration Work</b>		
Estate Administration Initial Consultation – in addition to fee for obtaining the Grant if additional advice is required	\$450 per hour	
Other estate administration advice or services can be provided as necessary – to collect assets, deal with litigation, complete a full administration	Hourly rates based on time recorded pursuant to a costs agreement	

## Process.



## Usual Steps.

- After contacting us, MCW will ascertain the client's needs and email or post a short retainer letter confirming the engagement and steps to be taken.
- Clients to forward the following documents to MCW:
  - Original will or signed [Authority to Release Documents](#)
  - Original death certificate (once received)
  - Copy of their identification
  - Completed [Client Information Sheet](#)
- Once the necessary original documents are available, MCW will arrange the necessary advertising and post or meet with the clients to sign the court documents.
- Once the advertising period (14 days) expires and the court documents have been properly signed, MCW will file all court documents in the Court.
- Once notified that the grant has issued MCW will collect the original document and notify the client.
- MCW is usually prepared to delay payment of fees until the Grant has issued from the Court. Typically payment of fees is required before the original Grant is released to the client. Other fee arrangements may be agreed.

## CONTACT

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