



19th March 2020

Dear Sir/Madam,

New Grant of Representation Application Forms for Professionals

I am writing to inform you that from the **23rd March 2020** we will be launching new standard application forms for professional-practitioners. The forms were designed following extensive consultation with various representative bodies and practitioners in this area of work.

What forms are being introduced?

Three of our current grant of representation forms completed by citizens have been redesigned with the legal sector in mind. They are the PA1A (applying for grant of letters of administration), PA1P (applying for a grant of probate) and PA8A (applying for a caveat).

These forms would need to be completed in place of the Statement of Truth, and can be accessed from <https://www.gov.uk/government/collections/probate-forms> Once completed they will be lodged at the Probate Registries as usual, and after a period, these forms will be sent to the Courts and Tribunal Service Centres. We will inform you of the change of address in due course.

Did you know that you can apply online?

Whilst we are introducing the new form for those of you who still want to use paper I do want to take this opportunity to encourage you to make your applications online. Having the probate applications online provides you with many advantages but most importantly within the current situation it allows HMCTS to continue to work remotely on your applications if staff are having to self-isolate.

If you want to apply for a grant of representation or caveat online, please visit <https://www.gov.uk/guidance/hmcts-online-services-for-legal-professionals>

Why are the forms being introduced?

HMCTS receive a lot of grant of representation applications from the professional sector - approximately 170,000 applications per year. Unlike in other areas of the court service, there is currently no standard format for these forms and with the future introduction of bulk scanning into the service, these forms will enable us to digitise the information and insert it directly into our systems. This will also reduce errors and speed up the process.

How will you transition to the new forms?

- The forms will be introduced on 23rd March 2020 for a period of 4 weeks.

- During this period Probate Registries will be permitted to accept the old-style Statements of Truth, if received instead of the new forms.
- After the 4-week period (after 20th April 2020), if any Statements of Truth are received they will be returned requesting the appropriate new form.

Further information

If you would like further information about our work or have any further feedback on the forms, please email probatefeedback@justice.gov.uk

Yours faithfully,

Adam Lennon