

Pre-Probate Checking Service – Terms & Conditions

1. Scope of our Service

Erin International does not provide legal advice. At no time should our probate pre-check service be construed as legal advice. The service is administrative in nature and is a checking service only, aimed at assisting you in successfully submitting your application at the first attempt.

2. Revenue Commissioners

It is important that you lodge your latest Notice of Acknowledgement (Probate), as downloaded from Revenue.ie, as well as copies of the last will and codicils with your pre check application.

While we can review the Notice of Acknowledgment (Probate) provided by you, please bear in mind that we cannot verify that this is the same version which has been uploaded to the Revenue website. Equally, we cannot determine whether you have uploaded the correct wills or codicils to Revenue.ie. This is your responsibility and is outside the scope of this services.

3. Copies of Wills only to be submitted to us.

Under no circumstances should original wills be sent to us. We require colour copies of wills to ascertain that no amendments have been made to the wills. (This is not always evident in black and white copies).

4. Further Requirements by the Probate Officer

We will do our utmost to anticipate Seat Office queries by alerting you to errors, omissions or possible further requirements with your applications. However, a final review is carried out on all applications after they have been accepted by the Seat Office and the Probate Officer may still raise queries at this stage as she sees fit.

The services cannot anticipate situations where there are;

- Possible rival applications
- Where an entirely wrong application is submitted, i.e., there is a will in existence, and you have applied for Letter of Administration
- Where you are making a primary application but have failed to ascertain that a prior grant has already issued in the estate
- The existence of a dormant personal application
- There are Court applications in relation to the estate

The scenarios listed above, and any similar such eventualities are beyond the remit of our service.

Please Note:

We cannot intercede with the Probate Officer or make representations on your behalf.

5. Recommendations

When returning your application to you, we will provide you with a list of recommendations that

we feel need to be made prior to submission to the Probate Officer. However, we cannot guarantee that our recommendations ensure your papers are accepted on the first submission.

If you have followed our suggested recommendations to assist you with your application, final decisions in relation to applications are made on a case-by-case basis by the Probate Officer and are beyond the control of Erin International.

NB: If you have queries about any of our recommendations, please contact us within **three days** of receiving them.

6. Expedited Applications

Our aim is to facilitate your application being accepted on first submission.

Please bear in mind that this is a checking service only and under no circumstance should you think that our pre-check service will expedite your application.

7. Resubmissions on Title Check

We recognise that setting out legal title in your oath is one of the most complex areas of your application.

Failure to set out 'Title' incorrectly can lead to your papers being returned, unchecked by the Probate Seat Office with consequent delays to the issue of the Grant.

If, after we have sent you our recommendations you wish us to re-check the legal title in your **new** oath, we can do so. **However, this is limited to a single recheck of title only.**

We deal with each resubmission on a case-by-case basis. In some instances, there will be no charge, but in other instances, we may have to charge a further fee depending on time allocated and level of work required at that point.

If we feel we must charge, our fees will be fair and will reflect the level of work conducted. Please note that re-checks for resubmissions are only conducted on Title Checks. Resubmission of Full Checks will not be accepted.

8. Submitting Your Applications to the Probate Office

Erin International will not submit your application to the Probate Office. This will remain your responsibility.

9. Invoicing

When we return our recommendations to you, we will include a copy of our invoice which is payable within 28 days.