

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI AT  
 KANSAS CITY  INDEPENDENCE  
PROBATE DIVISION

IN THE ESTATE OF \_\_\_\_\_

ESTATE NUMBER \_\_\_\_\_

Deceased

TO: \_\_\_\_\_

**In order to complete the processing of your matter, the following information is required, and if it is not received within 30 days of the date of this notice, the case will be dismissed for failure to prosecute without prejudice and at your client's cost pursuant to Rule 72.5.**

*Due to the volume of new case filings, we will not revisit/review this case until 30 days have elapsed from the date of issuance of this checklist. If you wish to check the status of your case please access [case.net](http://case.net), as we do not have staff available to provide this service over the phone.*

*All requests for extensions of time must be e-filed by proper motion and proposed order.*

*To avoid future delays, please ensure that all required pleadings are included with your initial case filing. The new estate checklists are available in the Probate Forms section of the Court's website, [www.16thcircuit.org](http://www.16thcircuit.org) if you wish to review these before filing your case.*

**CHECKLIST**

**Application for Letters of Administration**

1. Filing fee in the amount of \$\_\_\_\_\_ must be paid.
2. Insufficient filing fee has been received. Please pay additional fees in the amount of \$\_\_\_\_\_.
3. MO HealthNet Disclosure (Form 10022) or a Missouri HealthNet Release must be filed.
4. Non-resident Personal Representative - file designation and acceptance of Resident Agent. Utilize residential addresses. Corporate or law firm addresses are not acceptable for purposes of serving as resident agent.
5. Application requests independent administration; file written consents (Form 10021).
6. File \$\_\_\_\_\_ corporate surety bond.
7. File renunciations of persons entitled to act as Personal Representative or request a hearing.
8. Filed more than one year after the date of death of the decedent. Please resolve.
9. Application does not include addresses for all parties. Please inform the Court in writing as to what steps have been taken to locate the heirs/devisees.
10. When an intestate decedent has left no known heirs, notice of letters granted must be published in two legal newspapers. See §473.040. This publication notice requires information that is not included within your application. Please file a proposed notice of publication that conforms to §473.040.
11. Other: \_\_\_\_\_
12. Application is incomplete/insufficient. See details below and file an amended application.
  - a. Application does not include the verified statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration, pursuant to §472.080 and Supreme Court Rule 103.
  - b. Application for letters has not been signed by the applicant/attorney.
  - c. Application does not include the decedent's date of death.
  - d. Application does not include the place of domicile and/or last residential address of the decedent.

- e. Application for letters does not indicate if you are requesting independent or supervised administration.
- f. Application does not appear to correctly list the heirs-at-law. Please refer to §473.017, §474.010, and PPM Sections 10 (if supervised) or 11 (if independent).
- g. Application indicates that the decedent was survived by one or more heir(s) who died after this decedent; personal representatives for the estates of any deceased heirs must be included as interested persons in this matter.
- h. Application indicates that one or more of the heirs is a minor; the names and addresses of the custodial person of any minor or disabled heirs/legatees/spouse of the decedent must be included.

For information relating to frequently asked questions, filing fees, forms, eFiling information, probate contacts, and the Probate Procedures Manual, please visit [www.16thcircuit.org/probate](http://www.16thcircuit.org/probate) and select from the links located on the right-hand side of the web page. For questions regarding this checklist, you may contact me at the phone number listed below.

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Date

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Phone No.: Clerk