

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**

**Determination of Heirship**

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. Please submit a proposed judgment determining heirship for the Court's consideration.
4. Other: \_\_\_\_\_
5. Petition is incomplete/insufficient. See details below and file an amended petition.
  - a. Petition does not include the legal description and street address of the real property.
  - b. Petition does not include a particular description of the property and the value of such property as required pursuant to §473.663 (e.g.: VIN, Serial Number, last four digits of the Account Number, Check Number, etc.). If the value is unknown, please state this on the petition.
  - c. Petition does not include the decedent's date of death.
  - d. Petition does not include the place of domicile and/or last residential address of the decedent.
  - e. Petition does not appear to include all heirs of the decedent. Refer to §473.663 and §474.010.
  - f. Petition indicates that the decedent was survived by one or more heir(s) who died after this decedent; please provide the date of death of the deceased heir.
  - g. Petition indicates that one or more of the heirs is a minor; the petition must indicate who is to be provided notice on behalf of the minor (e.g.: parent, guardian, conservator, custodian).
  - h. Petition does not include the petitioner's signature.
  - i. Petition 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 §474.080 and Supreme Court Rule 103.

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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Clerk

Phone No.: