TABLE OF CONTENTS

Section 1 - References and Definitions

- 1.10 <u>References</u>
- 1.20 <u>Definitions</u>

Section 2 - Court Administration

- 2.10 <u>Hours</u>
- 2.20 <u>Conferences with Judge, Commissioner or Deputy Commissioner</u>
- 2.30 <u>Telephone Conferences</u>
- 2.40 <u>Telephone Numbers</u>
- 2.50 Docket Clerk/Audio Reporter
- 2.60 <u>Inquiries File Status</u>

Section 3 - <u>Attorneys</u>

- 3.10 Attorney of Record
- 3.20 <u>Pleadings</u>
- 3.30 Change of Address
- 3.40 <u>Withdrawal of Attorney</u>
- 3.50 Local Counsel

Section 4 - <u>Court Docket</u>

- 4.10 Kansas City
- 4.20 <u>Independence</u>
- 4.30 <u>Trials</u>

Section 5 - Court Costs - Determination and Payment

5.10 In General

5.10.1 <u>Cost Deposits</u>

- 5.10.1(a) <u>Decedents' Estates</u>
- 5.10.1(b) <u>Guardianships and Conservatorships</u>
- 5.10.1(c) <u>Miscellaneous Matters</u>
- 5.10.2 <u>Copies</u>
- 5.10.3 When Copies Charged to Estate
- 5.10.4 Estates Opened Solely for Litigation
- 5.20 <u>Citations/Show Cause Orders</u>
- 5.30 Costs Billed, When
- 5.40 How to Request an Estimate of Final Costs
 - 5.40.1 Completion of Form and to Whom Submitted
 - 5.40.2 <u>Type of Closing</u>
 - 5.40.3 Copies Necessary at Closing

Section 6 - Form, Contents, Execution and Filing of Pleadings and Other Documents

- 6.10 Form, Contents, Execution
 - 6.10.1 <u>Form</u>
 - 6.10.2 <u>Approved Forms</u>
 - 6.10.3 Contents
 - 6.10.4 <u>Execution</u>
- 6.20 Proof of Filing and Copies
- 6.30 <u>Messenger Pick-Up Box</u>
- 6.40 <u>Venue</u>
- 6.50 Filing Pleadings

6.60 Routing Files Between Kansas City and Independence

Section 7 - Adversary Proceedings

- 7.10 Jurisdiction of Probate Division
- 7.20 Concurrent Jurisdiction of Probate Division
- 7.30 Authority to Assign Cases to Probate Division
- 7.40 Adversary Probate Proceedings Rules of Procedure
- 7.50 Adversary Civil Proceedings Rules of Procedure
- 7.60 Special Statutory Proceedings Rules of Procedure
- 7.70 Rules of the Circuit Court of Jackson County
- 7.80 <u>Nature of Process to be Employed</u>
- 7.90 Demand for Jury Trial
- 7.100 Hearings As Required When
- 7.110 Notice of Hearing Requested How
- 7.120 Personal or Mail Service by Summons Requirements
- 7.130 Pre-Trial Conferences
- 7.140 <u>Motions</u>
- 7.150 Appeals
- 7.160 <u>Recording of Hearings</u>

Section 8 - Refusals, Small Estates and Other Short Form Proceedings

- 8.10 Refusal of Letters to Spouse and Minor Children
 - 8.10.1 <u>Filing</u>
 - 8.10.2 <u>Circumstances Under Which Issued</u>
 - 8.10.3 <u>Application</u>

8.10.4 <u>Real Property</u>

- 8.10.5 <u>Multiple Applications</u>
- 8.10.6 <u>Amended Applications</u>
- 8.20 Application for Refusal of Letters to Creditors
- 8.30 Collection of Small Estates on Affidavit
 - 8.30.1 Value of Estate When Filed
 - 8.30.2 <u>Bond</u>
 - 8.30.3 Presentation of Will
- 8.40 Determination of Heirship
 - 8.40.1 <u>Within a Decedent's Estate</u>
 - 8.40.2 <u>Where No Administration Commenced Within</u> <u>One Year</u>

8.50 <u>Termination of Administration on Return of Inventory</u>

Section 9 - Wills

- 9.10 Delivery to Court and Admitting Wills to Probate
 - 9.10.1 <u>Will Filed</u>
 - 9.10.2 <u>Will Presented</u>
- 9.20 Proof of Instrument
 - 9.20.1 <u>Self-Proving Instruments</u>
 - 9.20.2 <u>When Will is Not Self-Proving</u>
 - 9.20.3 <u>Witness Deceased, Incapacitated or</u> <u>Whereabouts Unknown</u>
 - 9.20.4 <u>Commissions</u>
 - 9.20.5 Lost Will, Alleged Revocation

- 9.30 Foreign Wills
- 9.40 Disposition of Personal Property by List
 - 9.40.1 <u>Filing</u>
 - 9.40.2 Limitations on Disposition by List
 - 9.40.3 Application for Letters
- 9.50 Pour-Over Wills, Copy of Trust Agreement
- 9.60 <u>Will Construction</u>
- 9.70 <u>Will Contests</u>
 - 9.70.1 Where Filed
 - 9.70.2 <u>Designation</u>
 - 9.70.3 <u>Effect of Filing</u>
 - 9.70.4 <u>Authority of Fiduciary</u>
 - 9.70.4(a) <u>Personal Representative's Authority</u>
 - 9.70.4(b) Administrator Pendente Lite's Authority

Section 10 - Applications for Letters - Supervised Administration

- 10.10 Applications, Where Filed
- 10.20 Form and Contents
 - 10.20.1 Court Form, Relationship to Decedent
 - 10.20.2 Letters Testamentary
 - 10.20.3 Letters of Administration
 - 10.20.4 <u>Current Addresses</u>
- 10.30 Hearing on Applications for Letters
 - 10.30.1 Intestate Estates

10.30.2 <u>Testate Estates</u>

10.30.3 <u>Notice</u>

- 10.40 Administrator Ad Litem
- 10.50 Filing Bond
- 10.60 Publication of Notice of Letters Granted

Section 11 - Application for Letters - Independent Administration

- 11.10 Applications, Where Filed
- 11.20 Form and Contents
- 11.30 Hearing on Applications for Letters
- 11.40 Administrator Ad Litem
- 11.50 Filing Bond
- 11.60 Publication of Notice of Letters Granted
- Section 12 Bonds in Decedents' Estates Supervised Administration
 - 12.10 Bond, When Filed
 - 12.10.1 <u>When Required</u>
 - 12.10.2 Type of Bond
 - 12.20 Bond Form, Requirements
 - 12.30 Uniformity of Sureties
 - 12.40 Amount of Bond
 - 12.50 Minimum Bond
 - 12.60 Waiver of Bond
 - 12.70 Increase of Bond
 - 12.80 Citation Failure to File Additional Bond

12.90 <u>Reduction of Bond</u>

- 12.100 Effect of Restricted Deposits on Bonds
 - 12.100.1 Verification of Restriction Required
 - 12.100.2 Amount of Bond
 - 12.100.3 <u>Release of Restricted Property</u>
 - 12.100.4 <u>Method for Distribution of Assets Without</u> <u>Increasing Bond</u>
 - 12.100.5 Distribution of Bearer Securities or Stocks

Section 13 - Bonds in Decedent's Estates - Independent Administration [No Text]

Section 14 - Inventory - Supervised Administration

- 14.10 <u>Time for Filing</u>
- 14.20 <u>Citation Failure to File Inventory</u>
- 14.30 Contents
- 14.40 Jointly Held Property
- 14.50 Description of Property
 - 14.50.1 <u>Real Property</u>
 - 14.50.2 Furniture, Household Goods & Wearing Apparel
 - 14.50.3 Corporation Stocks
 - 14.50.4 <u>Mortgages, Deeds of Trust, Bonds, Notes and Other</u> Written Evidence of Debt
 - 14.50.5 <u>Bank Accounts, Money, Insurance Policies Payable</u> to the Personal Representative, Administrator or Estate and Life Insurance Policies Owned by the Decedent on the Life of Another <u>Person</u>
 - 14.50.6 <u>Contracts for Deed Relating to Sale of</u> <u>Decedent's Property</u>

- 14.50.7 <u>Contracts for Deed Relating to Purchase by</u> <u>Decedent</u>
- 14.50.8 <u>Real Property, Unperformed, Enforceable</u> <u>Contract</u>
- 14.50.9 <u>Oil and Gas Leases, Royalty and Mineral</u> Interests
- 14.50.10 All Other Personal Property
- 14.50.11Property Possessed by Decedent, But Owned or
Claimed to be Owned by Another
- 14.60 Supplemental Inventory
- 14.70 Amended Inventory
- 14.80 Orders Pending Inventory
- 14.90 Lawsuits
 - 14.90.1 Lawsuits Filed by Decedent Prior to Death
 - 14.90.2 Lawsuits Against Decedent
- Section 15 Inventory Independent Administration
- Section 16 Exempt Property, Family Allowance and Homestead Allowance Supervised Administration
 - 16.10 Exempt Property
 - 16.20 Family Allowance
 - 16.20.1 In General
 - 16.20.2 Application, How Made and By Whom
 - 16.20.3 Evidence of Standard of Living
 - 16.20.4 <u>Apportionment Between Spouse and Unmarried</u> <u>Minor Children, Ad Litem</u>
 - 16.20.5 Insolvent Estate

16.30 Homestead Allowance

16.30.1

	16.30.2	Application, How made and By Whom
	16.30.3	Minor Child, Ad Litem or Conservator
	16.30.4	Insolvent Estates
16.40 Allocation of Assets When Multiple Allowances are Involved		
	16.40.1	<u>Calculation of Homestead Allowance and Affect</u> on Distributive Share
	16.40.2	Example One
	16.40.3	Example Two

Section 17 - <u>Exempt Property, Family Allowance and Homestead Allowance -</u> <u>Independent Administration</u>

In General

Section 18 - Compensation - Supervised Administration

18.10 In General

- 18.10.2 <u>Signatures</u>
- 18.10.3 Effect of Citation, Show Cause or Exception Letter
- 18.10.4 <u>Co-Personal Representatives</u>
- 18.10.5 <u>Hourly Compensation</u>
- 18.10.6 <u>Statutory Compensation</u>
- 18.10.7 <u>How Reflected on Settlement</u>
- 18.10.8 Payment for Specialized Services in Addition to Statutory Fee
- 18.10.9 <u>Expenses of Attorney, Corporate Personal</u> <u>Representative</u>

18.10.10 Attorney as Personal Representative

- 18.20 <u>Determination of Corporate Personal Representatives' Fees in Excess of Statutory</u> <u>Fee</u>
- 18.30 Co-Personal Representatives' Statutory Fees
- 18.40 Hourly Compensation of Lay Personal Representatives
- 18.50 Computation of Statutory Fee
 - 18.50.1 <u>In General</u>
 - 18.50.2 Advancements to Estates
 - 18.50.3 <u>Proceeds of Sale</u>
- 18.60 Allowance, Partial Fee, Decedents' Estates

Section 19 - Compensation - Independent Administration

- 19.10 <u>Statutory Compensation</u>
- 19.20 Compensation in Excess of the Statutory Fee
 - 19.20.1 Court Order or Consents
 - 19.20.2 <u>Procedure for Obtaining Order</u>
- 19.30 Partial Fees
- 19.40 Other Applicable Sections
- Section 20 Real and Personal Property Supervised Administration
 - 20.10 <u>Real Property</u>
 - 20.10.1 <u>Taking Charge</u>
 - 20.10.1(a) <u>Pursuant to Order</u>
 - 20.10.1(b) <u>Pursuant to Terms of Will</u>
 - 20.10.2 Discovery of Assets
 - 20.10.3 Grounds for or Consents to Sale

20.10.3(a)	Consents to Sale
20.10.3(b)	Sale by Heirs or Devisees

20.10.4 <u>Procedure for Private Sale</u>

- 20.10.4(a) <u>Hearing</u>
- 20.10.4(b) Consents to Sale
- 20.10.4(c) <u>Report of Sale and Order Approving</u>
- 20.10.4(d) <u>By Public Auction</u>
- 20.10.5 Authority in Will to Sell Real Property
- 20.10.6 <u>Purchase Price Private Sale</u>
- 20.10.7 <u>Terms of Private Sale</u>
- 20.10.8 Suggested Practice Aids
- 20.10.9 <u>Reporting Real Property Sales on Settlement</u>
 - 20.10.9(a) <u>Time for Reporting</u>
 - 20.10.9(b) <u>Disbursement of Proceeds by Personal</u> <u>Representative or His Attorney</u>
 - 20.10.9(c) <u>Disbursement of Proceeds by Title Company</u> or Real Estate Broker
- 20.10.10 Abandonment of Real Property
- 20.10.11 Foreclosure

20.20 Personal Property

- 20.20.1 <u>Values of Property</u>
- 20.20.2 <u>Possession</u>
- 20.20.3 Discovery of Assets
- 20.20.4 <u>Sales</u>

20.20.5	Abandonment of Personal Property	
20.20.6 Secured P		roperty
20.20.7 <u>Expense A</u> <u>Devised Pr</u>		associated with Delivery of Specifically roperty
20.20.8 <u>Continuati</u>		on of Decedent's Business
20	.20.8(a)	In General
20	.20.8(b)	Financial Information Required
20	.20.8(c)	Use of Estate Assets
20	.20.8(d)	Confidential Financial Information
20	.20.8(e)	Solvency of Estate
20	.20.8(f)	Testamentary Authority
20	.20.8(g)	Contents Show Cause Order
20	.20.8(h)	Bond of Personal Representative
20	.20.8(i)	Segregation of Business Assets
20	.20.8(j)	Limitations on Operations
20	.20.8(k)	Confirmation Order

Section 21 - Real and Personal Property - Independent Administration

21.10 Real Property

21.10.1 <u>Taking Charge</u>		
21.10.1(a)	Duty of Personal Representative	
21.10.1(b)	Management, Protection, Preservation	
21.10.1(c)	Specific Devise	
21.10.2 <u>Sale of Real Property</u>		
21.10.2(a)	Sale by Personal Representative	

21.10.2(b) <u>Sale by Heirs or Devisees</u>

21.10.3 <u>Other Applicable Sections</u>

21.20 Personal Property

21.20.1	Values of Property
21.20.2	Possession
21.20.3	Management, Protection, Preservation
21.20.4	Discovery of Assets
21.20.5	Sales
21.20.6	<u>Abandonment</u>
21.20.7	Secured Property
21.20.8	Expense Associated With Delivery of Specifically Devised Property

21.20.9 Continuation of Decedent's Business

Section 22 - Settlement - Supervised Administration

22.10	In General

- 22.20 Extensions
- 22.30 Failure to File Settlement
 - 22.30.1 <u>Citation</u>
 - 22.30.2 Continuance by Court on Its Own Motion

22.40 <u>Settlement - Contents</u>

- 22.40.1 Income Disbursement, Additional Property
- 22.40.2 Disbursement Supported by Court Order
- 22.40.3 Estates Open More Than Two Years

22.40.4 Debits - Credits

22.50 Closing Costs of a Real Property Sale

- 22.60 Foreclosure, Abandonment or Surrender of Estate Property
 - 22.60.1 <u>Real Property</u>
 - 22.60.2 <u>Personal Property</u>
- 22.70 Original Vouchers (Receipts)
- 22.80 <u>Corrections Auditor's Exception Letter Extensions</u>
 - 22.80.1 In General
 - 22.80.2 Exception Letter Errors in Settlement
 - 22.80.3 Show Cause Orders
 - 22.80.4 Effect of Exception Letter on Fees
 - 22.80.5 <u>Rescission of Exceptions</u>
- 22.90 <u>Additional Bond</u>
- 22.100 Orders Ratifying Expenditures
- 22.110 Funds Advanced from Source Outside the Estate
 - 22.110.1 <u>To Prevent Sale of Assets or Where Estate is Not Liquid</u>
 - 22.110.2 <u>To Pay Debts of Decedent Prior to Opening of Estate</u>
- 22.120 Sale or Redemption of Personal Property
- 22.130 <u>Verification of Restricted Accounts</u>
- 22.140 <u>Will Contest</u>
- 22.150 <u>Waiver of Legal Requirements</u>
- 22.160 Beginning and Ending Balances
- 22.170 Debit-Credit Entries

	22.170.1 <u>Chronological Order</u>	
	22.170.2 Debits Segregated from Credits	
	22.170.3 <u>Rental Income</u>	
	22.170.4 Payment of Costs	
22.180	Final Settlement	
22.190	Settlement on Death, Resignation or Removal of Personal Representative	
22.200	Liability of Successor Personal Representative	
22.210	Settlement, Exhausted Estate	
22.220	Costs - Final Settlement	
22.230	Proof of Payment of Expenses of Administration	
22.240	Final Compensation of Personal Representative and Attorney	
22.250	Objections to Settlement	
22.260	<u>Checklist of Requirements to Be Satisfied Prior to Filing Final</u> <u>Settlement</u>	

Section 23 - Settlement or Statement of Account - Independent Administration

- 23.10 In General
- 23.20 Settlement Judicial Closing Section 473.837, RSMo
 - 23.20.1 <u>Preparation and Notice</u>
 - 23.20.2 <u>Audit Exceptions</u>

23.30 Statement of Account - Non-Judicial Closing - Section 473.840, RSMo

- 23.30.1 <u>Preparation</u>
- 23.30.2 <u>Notice</u>
- 23.30.3 <u>Audit Exceptions</u>

23.40 Other Applicable Sections

Section 24 - Distribution and Discharge - Supervised Administration

24.10 Partial Distribution to Beneficiaries

- 24.10.1 When Allowed: Bond Required, When
- 24.10.2 <u>Unequal Distributions</u>
- 24.10.3 <u>Real Property</u>

24.20 Payment of Tax on Specific or General Devises

24.30 Final Distribution

- 24.30.1 Order
- 24.30.2 <u>To Whom Distributed</u>
- 24.30.3 Description of Property
- 24.30.4 Equal Distribution Required
- 24.30.5 <u>Rents or Income on Specifically Devised Property</u>
- 24.30.6 Sale of Personal Property to Effect Distribution
- 24.30.7 Balance as Shown on Distribution
- 24.30.8 <u>Real Property Sold by Heirs or Devisees Without</u> <u>Court Order</u>
- 24.30.9 Minor Distributees
- 24.30.10 Nonresident Corporate Fiduciaries Reciprocity
- 24.30.11 IRS Closing Letter Marital/Non Marital Trusts
- 24.30.12 Marital/Non-Marital Distribution
- 24.30.13 Assignment
- 24.30.14 <u>Renunciation or Disclaimer</u>
- 24.30.15 Escheats Missing Heirs

24.30.16 Abatement

24.40 Judgment Creditors

24.50 Discharge

24.50.1	Time for Filing Receipts
24.50.2	Receipts Must Conform With Order
24.50.3	Acceptable Receipts
24.50.4	Citation for Failure to File
24.50.5	Effect of Discharge

Section 25 - Distribution and Discharge - Independent Administration

25.10 Partial Distribution to Beneficiaries

25.10.1	Order Not	Required
25.10.2	Procedure	
25.	10.2(a)	Title to an Automobile
25.	10.2(b)	Stocks or Bonds

- 25.20 Final Distribution Judicial Closing Section 473.837, RSMo
- 25.30 <u>Schedule of Distribution Non-Judicial Closing Section 473.840,</u> <u>RSMo</u>
- 25.40 Discharge
 - 25.40.1 Judicial Closing Section 473.837, RSMo
 - 25.40.2 <u>Non-Judicial Closing Section 473.840, RSMo</u>
- 25.50 Other Applicable Sections

Section 26 - Forms - Closing Supervised Estates

- 26.10 Decedents' Estates with Assets
- 26.20 All Exhausted Estates

- 26.30 Personal Representative Resigned/Removed Successor Appointed
- 26.40 Personal Representative Deceased
- 26.50 Subsequently Discovered Assets (after Estate Closed)
- Section 27 Forms Closing Independently Administered Estates
 - 27.10 Judicial Closing Section 473.837, RSMo
 - 27.20 Non-Judicial Closing Section 473.840, RSMo
 - 27.30 Personal Representative Resigned/Removed Successor Appointed

Section 28 - Claims - Decedents' Estates - Supervised and Independent Administration

- 28.10 In General
- 28.20 Time for Filing
- 28.30 Debts Due United States and Other Taxing Authorities
- 28.40 Lawsuits Pending at or Commenced After Decedent's Death
- 28.50 Judgments as Claims
- 28.60 Form of Pleading and Hearing
 - 28.60.1 Sufficiency of Pleading
 - 28.60.2 <u>Procedure</u>
- 28.70 Secured Claims
- 28.80 Classification
- 28.90 Claims for Funeral Expenses and Tombstones
 - 28.90.1 <u>Funeral Expenses</u>
 - 28.90.2 <u>Tombstones</u>
- 28.100 Allowance by Court
- 28.110 Payment of Claims

28.120 Compromise of a Claim

- 28.130 Insolvent Estates
- 28.140 Personal Representative as Claimant
- 28.150 Disposition of Claims
- 28.160 Other Applicable Sections

Section 29 - Guardianship and Conservatorship Proceedings

29.10 In General

29.20 Nature of Proceeding

- 29.20.1 <u>Adults</u>
- 29.20.2 <u>Minors</u>

29.30 Who May File - Who May Serve

- 29.30.1 In General
- 29.30.2 Adults
- 29.30.3 <u>Minors</u>
- 29.30.4 The Jackson County Public Administrator

29.40 Petition - Contents

- 29.40.1 In General
- 29.40.2 <u>Adults</u>
- 29.40.3 <u>Minors</u>
- 29.40.4 <u>Successor Guardian/Conservator</u>

29.50 Personal Service and Notice of Hearing

- 29.50.1 <u>Adults</u>
- 29.50.2 <u>Minors</u>

29.60 Temporary Emergency Detention Procedures

29.70 Prehearing Procedures

29.70.1 <u>Adults</u>	
29.70.1(a)	Appointment of Attorney for Respondent
29.70.1(b)	Appointment of Examining Physician
29.70.1(c)	Jury Trial Request or Waiver
29.70.2 <u>Minors</u>	

29.80 Hearing

	29.80.1	In General
	29.80.2	Expert Medical Evidence
	29.80.3	Adults – Evidence
	29.80.4	Minors - Evidence
29.90 Guard	ian or Cons	ervator Ad Litem – Emergencies
	29.90.1	Adults - Prior to Adjudication
	29.90.2	Adults or Minors - Where Existing Guardian/Conservator
29.100	Issuance of	of Letters Granted
	29.100.1	Adults
	29.100.2	Minors
29.110	Annual Report of Guardian	
	29.110.1	In General
	29.110.2	<u>Citation</u>
	29.110.3	Contents

29.110.4 Corrections - Exception Letter - Extension

29.110.5 Show Cause Order

- 29.120 Death of Protectee Distribution Without Administration
 - 29.120.1 <u>In General</u>
 - 29.120.2 Suggestion of Death Form and Contents
 - 29.120.3 Order to Proceed
 - 29.120.4 Publication of Notice, Bond
 - 29.120.5 Final Settlement
 - 29.120.6 Distribution and Discharge
- 29.130 <u>Restoration</u>

Section 30 - Bonds - Conservatorship Estates

- 30.10 Bond, When Required
- 30.20 Type of Bond
- 30.30 Bond Form, Requirements
 - 30.30.1 Condition of Bond and Signatures
 - 30.30.2 <u>Uniformity of Sureties</u>
- 30.40 Amount of Bond
 - 30.40.1 In General
 - 30.40.2 <u>Trust Assets</u>
 - 30.40.3 <u>Minimum Bond</u>
- 30.50 Increase of Bond
- 30.60 Citation Failure to File Additional Bond
- 30.70 Reduction of Bond

30.80 Effect of Restricted Assets on Bonds

- 30.80.1 Verification of Restriction Required
- 30.80.2 <u>Amount of Bond</u>
- 30.80.3 <u>Release of Restricted Property</u>

Section 31 - Inventory - Conservatorship Estates

- 31.10 <u>Time for Filing</u>
- 31.20 <u>Citation Failure to File Inventory</u>
- 31.30 Contents
- 31.40 Multiple Party Accounts Jointly Held Property
- 31.50 Description of Property
 - 31.50.1 <u>Real Property</u>
 - 31.50.2 <u>Furniture, Household Goods & Wearing Apparel</u>
 - 31.50.3 Corporation Stocks
 - 31.50.4 <u>Mortgages, Deeds of Trust, Bonds, Notes and Other</u> <u>Written Evidence of Debt</u>
 - 31.50.5 Bank Accounts, Money, Burial Plans and Insurance Policies
 - 31.50.6 <u>Contracts for Deed Relating to Sale of Protectee's</u> <u>Property</u>
 - 31.50.7 Contracts for Deed Relating to Purchase by Protectee
 - 31.50.8 <u>Real Property, Unperformed, Enforceable Contract</u>
 - 31.50.9 Oil and Gas Leases, Royalty and Mineral Interests
 - 31.50.10 Trust Assets of Which Protectee Is Beneficiary
 - 31.50.11 Periodic Income
 - 31.50.12 <u>All Other Personal Property</u>

31.50.13 <u>Property Possessed by Protectee but Owned or</u> <u>Claimed to be Owned by Another</u>

- 31.60 Supplemental Inventory
- 31.70 Amended Inventory
- 31.80 Orders Pending Inventory
- 31.90 Lawsuits

Section 32 - Compensation - Guardianship and Conservatorship Estates

32.10 In General

	32.10.1	Fee Standard	
	32.10.2	Fee Applications	
	32.10.3	Effect of Citation, Show Cause or Exception Letter	
	32.10.4	Attorney as Guardian/Conservator	
	32.10.5	Notice to Veterans Administration	
32.20	20 Determination of Corporate Conservators' Fees		
32.30	30 Compensation of Lay Fiduciaries		
32.40	Fees, When Allowed		
32.50	0 <u>Reimbursement for Expenses</u>		

- Section 33 Claims Conservatorship Estates
 - 33.10 In General
 - 33.20 <u>Time for Filing Adults</u>
 - 33.30 Time for Filing Minors
 - 33.40 Form of Pleading and Hearing
 - 33.40.1 Sufficiency of Pleading
 - 33.40.2 <u>Procedure</u>
 - 33.50 Classification

- 33.60 Allowance by Court
- 33.70 Payment of Claims
- 33.80 Compromise of a Claim
- 33.90 Insolvent Estates
- 33.100 Conservator as Claimant
- 33.110 Disposition of Claims

Section 34 - Real and Personal Property - Conservatorship Estates

- 34.10 Taking Charge
- 34.20 Discovery of Assets Action to Obtain Assets of Protectee
- 34.30 Real Property

34.30.1	Procedure	for Private Sale	

- 34.30.1(a) <u>Petition Notice</u>
- 34.30.1(b) <u>Report of Sale and Order Approving</u>
- 34.30.1(c) <u>By Public Auction</u>
- 34.30.2 <u>Purchase Price Private Sale</u>
- 34.30.3 <u>Terms of Private Sale</u>
- 34.30.4 Suggested Practice Aids
- 34.30.5 <u>Reporting Real Property Sales on Settlement</u>
 - 34.30.5(a) <u>Time for Reporting</u>
 - 34.30.5(b) Disbursement of Proceeds by Conservator or His Attorney
 - 34.30.5(c) <u>Disbursement of Proceeds by Title Company</u> or Real Estate Broker
- 34.30.6 Purposes for Sale
- 34.30.7 Abandonment of Real Property
- 34.30.8 Foreclosure

34.40 Personal Property

34.40.1	Values of Property
34.40.2	Possession
34.40.3	Multiple Party Accounts and Joint Property
34.40.4	Investment of Funds
34.40.5	<u>Sales</u>
34.40.6	Abandonment of Personal Property
34.40.7	Secured Property
34.40.8	Storage Fees and Moving Expenses

Section 35 - <u>Settlement - Conservatorship Estates</u>

35.10 In General

35.10.1	Notice to File

35.10.2 <u>Notice/Waiver - Veterans Administration</u>

35.20 Extensions

- 35.30 Failure to File Settlement
 - 35.30.1 <u>Citation</u>
 - 35.30.2 Continuance by Court on Its Own Motion

35.40 <u>Settlement - Contents</u>

- 35.40.1 Income Disbursement, Additional Property
- 35.40.2 Disbursement Supported by Court Order
- 35.40.3 <u>Debits Credits</u>
- 35.50 Closing Costs of a Real Property Sale
- 35.60 Foreclosure, Abandonment or Surrender of Estate Property
 - 35.60.1 <u>Real Property</u>
 - 35.60.2 Personal Property
- 35.70 Original Vouchers (Receipts)
- 35.80 Verification of Assets

35.90 Corrections - Auditor's Exception Letter - Extensions

	35.90.1	In General	
	35.90.2	Exception Letter - Errors in Settlement	
	35.90.3	Show Cause Orders	
	35.90.4	Effect of Exception Letter	
	35.90.5	Rescission of Exceptions	
35.100	Additional	Bond or Reduction in Bond	
35.110	Support ar	nd Maintenance	
	35.110.1	Adults	
	35.110.2	<u>Minors</u>	
35.120	Investments		
35.130	Orders Ratifying Expenditures		
35.140	Funds Advanced from Source Outside the Estate		
35.150	Sale or Redemption of Personal Property		
35.160	Beginning and Ending Balances		
35.170	Debit-Credit Entries		
	35.170.1	Chronological Order	
	35.170.2	Debits Segregated From Credits	
	35.170.3	Support and Maintenance - Lump Sum	
	35.170.4	Support and Maintenance - To Custodian	
	35.170.5	Periodic Income	
	35.170.6	Rental Income	
35.180	Waiver of	Settlement - No Further Process (NFP)	
	35.180.1	In General	
	35.180.2	<u>Requirements</u>	
	35.180.3	Adult Protectee	

	35.180.3(a)	Meets Indigency Standards of Chapter 208, RSMo, Eligible for Welfare		
	35.180.3(b)	Meets Indigency Standards of Chapter 208, RSMo, Ineligible for Welfare		
	35.180.3(c)	All Assets of Protectee Restricted or in Trust With Corporate Trustee		
	35.180.3(d)	Accumulation of Assets - Purchase of Burial Plan		
35.180.4 <u>Minors</u>				
	35.180.4(a)	Meets Indigency Standards of Chapter 208, RSMo, Eligible or Ineligible for Welfare		
	35.180.4(b)	All Assets of Minor Restricted		
35.180.4(b)(1) Immediately After Opening				
35.180.4(b)(2) <u>At the Time of Filing Settlement</u>				
	35.180.4(c)	Effect of Court Order		
	35.180.4(d)	Exception – Taxes		
35.180.5 <u>Termination of NFP</u>				
	35.180.5(a)	Receipt of Property		
	35.180.5(b)	Restoration of the Protectee		
	35.180.5(c)	Minor Reaching Majority		
35.180.5(d)		Death of the Protectee		
Accounting for Trust Assets				
Accounting Entirety Pro	·	ty Accounts and Tenancy by the		
Payment of	<u>Costs</u>			
Final Settler	ment			
35.220.1 <u>I</u>	Resignation or R	emoval of Conservator		

35.190

35.200

35.210

35.220

35.220.2 Death of Conservator

- 35.230 <u>Liability of Successor Conservator</u>
- 35.240 <u>Costs Final Settlement</u>
- 35.250 Proof of Payment of Expenses of Administration and Taxes
- 35.260 Final Compensation Fiduciary and Attorney
- 35.270 Objections to Settlement
- 35.280 <u>Check List of Requirements to be Satisfied Prior to Filing Final</u> Settlement

Section 36 - Distribution and Discharge - Conservatorship Estates

- 36.10 When Distributed
- 36.20 <u>All Distributions</u>
 - 36.20.1 <u>Order of Distribution</u>
 36.20.2 <u>Description of Property</u>
 36.20.3 <u>Assignment</u>
 36.20.4 <u>Escheat</u>
- 36.30 <u>Distribution Pursuant to Section 475,320.1., RSMo, Where Protectee</u> <u>Deceased</u>
 - 36.30.1 Partial Distribution to Heirs
 - 36.30.2 <u>To Whom Distributed</u>
 - 36.30.3 Equal Distribution Required
 - 36.30.4 Sale of Personal Property to Effect Distribution
 - 36.30.5 <u>Minor Distributees</u>
 - 36.30.6 <u>Renunciation or Disclaimer</u>
 - 36.30.7 Judgment Creditors

36.40 Distribution From Conservatorship Estate Pursuant to Refusal of Letters or Small Estate Affidavit (Sections 473.090 and 473.097, RSMo) Where Protectee Deceased

36.40.	To Whom Distributed	
36.40.	Equal Distribution Required	
36.40.	Sale of Personal Property to Effect Distribution	
36.40.	Minor Distributee	
36.40.	Renunciation or Disclaimer	
36.40.	Judgment Creditors	
36.50 Discharge		
36.50.	<u>Time for Filing Receipts – Extensions</u>	
36.50.	Receipts Must Conform With Order	
36.50.	Acceptable Receipts	

- 36.50.4 Citation for Failure to File
- 36.50.5 Effect of Discharge
- Section 37 Forms Final Settlement or Closing in Conservatorship Estates
 - 37.10 Conservator Resigned/Removed Successor Appointed
 - 37.20 Conservator-Deceased
 - 37.30 <u>Minor Reaching Majority Estate With Assets</u> <u>Disabled Persons Restored - Estate With Assets</u>
 - 37.40 All Exhausted Estates Protectee Reaching Majority, Restored or Deceased
 - 37.50 Death of Protectee With Assets Section 475.320.2., RSMo
 - 37.60 <u>Intestate Protectee Without Debts Close Without Administration Pursuant to</u> Section 475.320.1. RSMo

Section 38 - Minors' Estates - Miscellaneous Provisions

38.10 Choosing a Method of Distribution to a Minor

- 38.10.1 In General
- 38.10.2 <u>Conservatorship</u>
- 38.10.3 Dispensing With Conservatorship
- 38.10.4 <u>Transfer Pursuant to the Missouri Transfers to Minors</u> Act
- 38.10.5 Cost Variables
- 38.20 Minors' Estates Procedure for Settlement of Personal Injury Claims
 - 38.20.1 Jurisdiction
 - 38.20.2 <u>Bond</u>
 - 38.20.3 <u>How Inventoried</u>
- 38.30 Dispensing With Conservatorship
- Section 39 <u>Involuntary Civil Commitments: Mental Health and Substance Abuse</u> <u>Proceedings</u>
 - 39.10 In General
 - 39.20 Initial Detention
 - 39.30 Detention After 96 Hours
 - 39.30.1 <u>Mental Health Coordinators</u>
 - 39.30.2 <u>Due Process Requirement</u>
 - 39.30.3 Jackson County Counselor's Office
 - 39.30.4 <u>References</u>

Section 40 - Transfers to Minors and Personal Custodian Law

- 40.10 Missouri Transfers to Minors Law
 - 40.10.1 In General
 - 40.10.2 <u>Creation</u>
 - 40.10.3 <u>Types of Property</u>
 - 40.10.4 <u>Transferors</u>

		40.10.4(a)	<u>Donors</u>
		40.10.4(b)	<u>Obligors</u>
		40.10.4(c)	Minors
	40.10.5	<u>Custodians</u>	
	-	<u>Custodial Designa</u> Estate	tion on Distribution from a Decedent's
	40.10.7	Court Approval - I	Property in Excess of \$10,000
	40.10.8	Termination	
40.20 <u>Misso</u>	uri Personal	Custodian Law	
	40.20.1	In General	
	40.20.2	Creation	
	40.20.3	Types of Prope	erty_
	40.20.4	Transferors	
	40.2	0.4(a) Donors	<u>1</u>
	40.2	0.4(b) <u>Obligor</u>	<u>rs</u>
	40.2	20.4(c) <u>The Pro</u>	operty Owner
	40.20.5	Court Designat	tion of Custodian
	40.20.6	<u>Custodians</u>	
	40.20.7	<u>Custodial Desi</u> <u>Estate</u>	gnation on Distribution from a Decedent's
	40.20.8	Court Approval - Property in Excess of \$10,000	
	40.20.9	Effect of Incap	pacity of Beneficiary
	40.20.10	Termination	
on 41 - Trusts			

Section 41 - Trusts

41.10 In General

41.20 Jurisdiction

- 41.30 <u>Trust Registration</u>
- 41.40 Adversary Proceeding
- 41.50 <u>Testamentary Trusts</u>
 - 41.50.1 <u>Terms of a Will</u>
 - 41.50.2 <u>"Pour-Over" Provisions</u>
- 41.60 <u>Trustees</u>
 - 41.60.1 Identity of Trustee and Beneficiaries
 - 41.60.2 <u>Personal Representative as Trustee</u>
 - 41.60.3 <u>Nonresident Corporate Fiduciaries Reciprocity</u>
 - 41.60.4 <u>Resignation, Death, Inability or Refusal to Act –</u> <u>Successor Trustee</u>
 - 41.60.5 Accounting
- 41.70 Modification, Revocation and Termination

Section 42 - Durable Power of Attorney

- 42.10 In General
- 42.20 Jurisdiction of Probate Division
- 42.30 Court Appointment of Guardian/Conservator for Principal
- 42.40 Court Appointment of Personal Representative for Principal
- 42.50 Accounting
 - 42.50.1 <u>Who May Petition</u>
 - 42.50.2 <u>Waiver or Ex Parte Approval</u>
- 42.60 <u>Declaration of Incapacity or Disability</u>
 - 42.60.1 <u>Petition for Court Action</u>
 - 42.60.2 Accounting to Successor
 - 42.60.3 Duties and Powers Specified by Court Order
- 42.70 Appointment of Guardian Ad Litem or Conservator Ad Litem