

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

IN THE MATTER OF
XXXXXXXXXXXXXX
MINOR.

ESTATE NUMBER
XXXXXXX

TO: XXXXXXXXXXXXXXXXXXXX

YOUR FILING HAS BEEN CONDITIONALLY ACCEPTED
BUT IT IS INCOMPLETE

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.

NEW ESTATE (MINOR GUARDIANSHIP/CONSERVATORSHIP) CHECKLIST

Guardianship

- ☐ Filing fee in the amount of \$ XX has not been paid.
- ☐ Affidavit (Form 10320b) was not provided.
- ☐ Exhibit C (Form 10194) by proposed guardian was not provided.
- ☐ Information regarding proposed ward (Form 10320a) was not provided.
- ☐ Information for guardians and conservators (Form 10194a) was not provided.
- ☐ Proposed guardian is a non-resident, a designation and acceptance of resident agent (Form 10193d) must be filed. Please utilize residential addresses.
- ☐ Exhibit A (Form 10193a) was not provided.
- ☐ Exhibit B of Petition reflects that the whereabouts of the natural father/mother is unknown, please file an appropriate pleading which fully complies with Civil Rule 54.12(c).
- ☐ Your pleadings indicate a juvenile case involving the minor is pending. Please file a consent from a juvenile judicial officer regarding this action.
- ☐ Your pleadings improperly combine multiple minors. A separate petition must be filed for each individual minor. Please resolve.
- ☐ Other - May include:

*Either notarized Consents of the natural parents or service by summons are required.

*The Petition asks for Appointment of Co-Guardians. Only one may serve. Please amend.

*Currently there is already a guardian in place. Consent of current guardian is required. If the current guardian does not consent a Petition for Removal of Guardian would be required.

*Form 10194/Form 10194a is incomplete. Please provide a completed Form 10194/10194a.

Conservatorship

- ☐ Filing fee in the amount of \$ XX has not been paid.
- ☐ Proposed conservatory is a non-resident, a designation and acceptance of resident agent (Form 10193d) must be filed.

- ☐ Corporate Surety Bond in the amount of \$ XX must be filed.
- ☐ Exhibit A (Form 10193a) was not provided.
- ☐ Exhibit B of Petition reflects that the whereabouts of the natural father/mother is unknown, please file an appropriate pleading which fully complies with Civil Rule 54.12(c).
- ☐ Exhibit C (Form 10194) by proposed guardian was not provided.
- ☐ Information for guardians and conservators (Form 10194a) was not provided.
- ☐ Information regarding proposed ward (Form 10320a) was not provided.
- ☐ Your pleadings improperly combine multiple minors. A separate petition must be filed for each individual minor. Please resolve.
- ☐ Other - May include:

*Either notarized Consents of the natural parents or service by summons are required.

*The Petition asks for Appointment of Co-Conservators. Only one may serve. Please amend.

*Currently there is already a guardian in place. Consent of current guardian is required. If the current guardian does not consent a Petition for Removal of Conservator would be required.

*Form 10194/Form 10194a is incomplete. Please provide a completed Form 10194/10194a.

Date: XXXXXXXXXXXX

Clerk