

**PROBATE PRACTICE TIPS
FOR E-FILING
EJCBA CLE
October 2013**

S. Margene Burnett
Deputy Probate Commissioner
16th Judicial Circuit, Probate Division
415 E. 12th Street, Ninth Floor
Kansas City, MO 64106
(816) 881-3761

E-FILING: WHAT IT MEANS IN REALITY

- Less paper, not paperless
- Pleading requirements will not change

Materials in Handout

- **Comprehensive Jackson County New Estate E-Filing Checklists**
- **Probate Summons/Notice of Hearing/
Garnishment Service Packets –
Attorney**
- **Probate Local Rules**
- **Miscellaneous eFiling Tips**

16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

[CONTACT US](#) | [EMPLOYMENT](#)

SEARCH

- [HOME](#)
- [ABOUT THE COURT](#)
- [JURY DUTY](#)
- [OUR JUDGES](#)
- [DEPARTMENTS](#)
- [FORMS & FEES](#)
- [COURT RECORDS & RESOURCES](#)

Jury service is one of the most important civic duties you can perform. The protection of rights and liberties in circuit courts largely is achieved through the teamwork of judge and jury. You do not need any knowledge of the legal system to be a juror.

HELPFUL LINKS:

- [Locations & Maps](#)
- [Qualifications, Excuses & Postponements](#)
- [FAQ](#)
- [Juror Login](#)



For Jurors

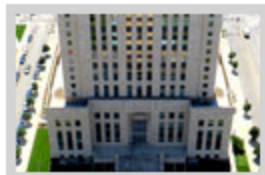
For Attorneys

Self Representation

Family & Juvenile Court

Court Administration

COURT LOCATIONS



Kansas City Courthouse
415 East 12th Street
Kansas City, MO 64106



Independence Courthouse
308 West Kansas
Independence, MO 64050



**Albert Riederer
Community Justice Complex**
1315 Locust



Family Justice Center
625 East 26th Street
Kansas City, MO 64108

16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

CONTACT US | EMPLOYMENT

enter search terms

SEARCH



- HOME
- ABOUT THE COURT
- JURY DUTY
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- DEPARTMENTS
- FORMS & FEES
- COURT RECORDS & RESOURCES

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HELPFUL LINKS

- [Local](#)
- [Qualif](#)
[& Pos](#)
- [FAQ](#)
- [Juror](#)

Budget and Fiscal Operations Office

Civil Records

Court Administration

Court Information Technology

Court Services / Purchasing

Criminal Records

Family Court

Fiscal Office

Human Resources

Legal Department

Probate



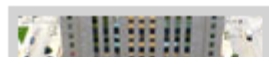
For Jurors

For Attorneys

Self Represented

Court Administration

COURT LOCATIONS



16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI



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- [Locations & Maps](#)
- [Qualifications, Excuses & Postponements](#)
- [FAQ](#)
- [Juror Login](#)

Civil Fees and Filing Deposits

Civil Forms

Court Approved / Self Representation Forms

Criminal Forms

Family Court Forms

Legal Dept Forms

Probate Filing Fees

Probate Forms

Surety Qualifications

For Jurors

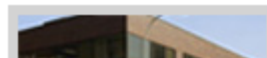
For Attorneys

Self Representation

Family

Administration

COURT LOCATIONS



16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

CONTACT US | EMPLOYMENT

enter search terms

SEARCH



- HOME
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- OUR JUDGES
- DEPARTMENTS
- FORMS & FEES
- COURT RECORDS & RESOURCES

HOME > DEPARTMENTS > PROBATE > FORMS

FORMS

Checklists for New Estates

[Adult Guardian](#)

[Minor Guardian](#)

[Determination of Heirship](#)

[Testate](#)

[Intestate](#)

Abbreviated Matters

[10500 Application of Creditor for Refusal of Letters \(Sec. 473.090\): Appendix A](#)

[10517 Application of Spouse for Refusal of Letters \(Sec. 473.090, RSMO\): Appendix A](#)

[10620 Affidavit to Establish Title of Distributee to Property in Estate of Less than \\$15,000.00: Appendix A:](#)

PROBATE

- ◇ [Contacts](#)
- ◇ [FAQ](#)
- ◇ [Filing Fees](#)
- ◇ [Forms](#)
- ◇ [Probate Records](#)

16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

CONTACT US | EMPLOYMENT

enter search terms

SEARCH



- HOME
- ABOUT THE COURT
- JURY DUTY
- OUR JUDGES
- DEPARTMENTS
- FORMS & FEES
- COURT RECORDS & RESOURCES

HOME > DEPARTMENTS > PROBATE > FAQ

FAQ

Where can I find information on Probate Procedures?

Information concerning procedures is available in the [Probate Procedures Manual](#).

Where can I find information on eFiling in Probate cases?

Information concerning eFiling in Probate cases is available in the [eFiling section](#) of the Jackson County Circuit Court's Website.

PROBATE

- ◇ Contacts
- ◇ FAQ
- ◇ Filing Fees
- ◇ Forms
- ◇ Probate Records

PROBATE INFORMATION

Forms

- [Debit Account Application Form](#)
- [Checklists for New Estates](#)

Notices

- [Notice Regarding eFiling in Probate Matters](#)
- [Notice Regarding Conditional Acceptance or Rejection of eFiled Submissions](#)
- [Notice Regarding Service Packet Information](#)

Presentations

- September 5, 2013
- [Probate Practice Tips for eFiling \(PowerPoint Presentation\)](#)
- [16th Circuit Probate eFiling Tips \(Handout\)](#)

Revised Court Rules

- [Revised Court Rules for Probate Matters \(effective 9/6/2013\)](#)

EFILING FAQ

Electronic Filing Help

For assistance with the Missouri E-filing system, the Court encourages users with questions or concerns to contact the help desk of the Office of State Courts Administrator (OSCA).

The e-mail address is:
OSCA.Help.Desk@courts.mo.gov.

Or, call toll-free at: (888) 541-4894.

- [FAQ](#)
- [HOW-TO's](#)

16TH CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

[CONTACT US](#) | [EMPLOYMENT](#)

SEARCH

- [HOME](#)
- [ABOUT THE COURT](#)
- [JURY DUTY](#)
- [OUR JUDGES](#)
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- [FORMS & FEES](#)
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- [FAQ](#)
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For Jurors

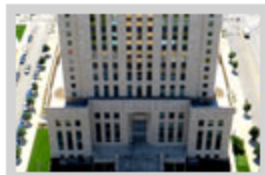
For Attorneys

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Independence Courthouse
308 West Kansas
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Community Justice Complex**
1315 Locust



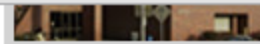
Family Justice Center
625 East 26th Street
Kansas City, MO 64108



Kansas City Courthouse
415 East 12th Street
Kansas City, MO 64106
(816) 881-3000



Independence Courthouse
308 West Kansas
Independence, MO 64050
(816) 881-4400



**Albert Riederer
Community Justice Complex**
1315 Locust
Kansas City, MO 64106
(816) 881-4350



Family Justice Center
625 East 26th Street
Kansas City, MO 64108
(816) 474-3606

PRESIDING JUDGE MARCO A. ROLDAN



On behalf of the judges and staff of the Circuit Court of Jackson County, I would like to welcome you to our official website.

[Presiding Judge's Letter to Citizens](#)

[Biography & Honors](#)

PUBLIC & LEGAL NOTICES

- ◆ **Administrative Order 2013-108, Electronic Filing in Probate Matters**
- ◆ **Administrative Order 2013-111, Order Transferring Division 7 Probation Cases Until Appointment of New Judge to Division 7**
- ◆ **Administrative Order 2013-110, Order Transferring Division 2 Cases Until Appointment of New Judge to Division 2**

CASE.NET

Case.net is your access to the Missouri state courts automated case management system. From here you are able to inquire about case records including docket entries, parties, judgments and charges in public court.

ELECTRONIC FILING

The Electronic Filing Information page provides links to the eFiling Attorney logon where eFilings can be created and submitted. Other information includes training, announcements, documents and fees.

[Electronic Filing Information](#)



HOME > COURT RECORDS & RESOURCES > ELECTRONIC FILING INFORMATION

ELECTRONIC FILING INFORMATION



Mandatory Electronic Case Filing

The Circuit Court for Jackson County, Missouri, has entered into a Missouri eFiling Memorandum of Understanding with the Office of the State Court Administrator.

Since March 4, 2013, civil and domestic filings on new and existing cases, except those filed by non-attorney, self-represented parties, have been accepted electronically through the eFiling System. Since August 1, 2013,

criminal filings on new and existing cases (excluding Traffic, Watercraft and Conservation), except for those filed by non-attorney, self-represented parties and initial filings by the prosecutor, have been filed electronically through the Missouri eFiling System. Since September 9, 2013, probate filings on new and existing cases, except certain filings by agencies in civil commitment matters and those filed by non-attorney self-represented parties, have also been filed electronically through the Missouri eFiling System.

The Court is now moving forward with implementation of electronic filing with remaining case types including juvenile (Family Court). The remaining implementation schedule is as follows:

ELECTRONIC FILING INFORMATION

- ◇ General Information
- ◇ Attorney Logon
- ◇ Create New Account
- ◇ 16th Circuit Announcements
- ◇ Training
- ◇ Documents
- ◇ Fees
- ◇ Orders

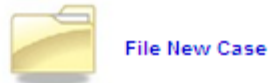
Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT



eFiling Menu

[Help](#)



File New Case



File on an Existing Case



My Filings



My Drafts [5]



My Cases



My Payments



My Account



My Preferences



Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT



--Select Destination--

Case

Court Location:
Jackson County - Kansas City - Probate

Case Category:
Probate -

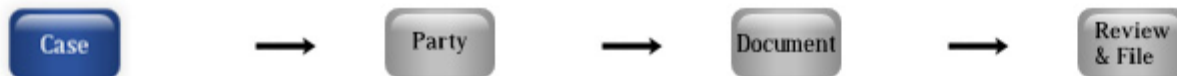
Guardianship/Conservatorship-Adult/Minor

Case Type:
Guardianship and Conservatorship - Adult

Style of Case:
IN RE LITTLE BO PEEP FORSYTH

Attorney Reference Number:
34752

Filing Fee:
\$115.00



Required fields are denoted by an asterisk(*).

Case [Help](#)

* Court Location

* Case Category

* Case Type

* Style of Case

Attorney Reference No.

Filing Fee [Help](#)

For new case filings and supplemental domestic relations motions to modify, please enter an amount in Filing Fee or check at least one box.

Filing Fee+

34752

Filing Fee:

\$115.00

Party

Petitioner:

KATHLEEN A FORSYTH

Respondent:

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

Document

amount in Filing Fee or check at least one box.

Filing Fee+ \$ 115.00

+ The Total amount charged will be the Filing Fee plus a processing fee assessed by the credit card vendor.

- Exempt From Filing Fees by Section 514.040 RSMo
- Government Attorney -Exempt from Filing Fees
- In Forma Pauperis
- Fee Waived / Not Required (explain special circumstances in Notes to Clerk)

Notes

Help

Enter a note to the clerk regarding processing of this filing.

Notes to Clerk

Please set on next Tuesday's adult guardianship/conservatorship docket. Have spoken to Commissioner Wheeler and he has approved this setting.

Back Continue

- **It is not necessary to use the “Note to the Clerk” unless you have important information to send to the Clerk regarding your eFiling, such as service information, info regarding filing fees, etc.**
- **Please do not use cover letters when eFiling documents nor communicate via e-mail unless otherwise instructed. Any important information that you want in the record must be by appropriate eFiled pleadings.**

Case

Court Location:

Jackson County - Kansas City - Probate

Case Category:

Probate - Guardianship/Conservatorship-Adult/Minor

Case Type:

Guardianship and Conservatorship - Adult

Style of Case:

IN RE LITTLE BO PEEP FORSYTH

Attorney Reference

Number:

34752

Filing Fee:

\$115.00

Party

Petitioner:

KATHLEEN A FORSYTH

Case



Party

Required fields are denoted by an *

Party

The full Social Security Number is required for Missouri cases. For Missouri cases, the full Social Security Number is required for Missouri cases. For Missouri cases, the full Social Security Number is required for Missouri cases.

* Party Type

This party is NOT a person

* Last Name/Organization

FORSYTH

* First Name

KATHLEEN

Middle Name/Initial

A

Suffix

--None--

SSN/EIN

111-22-3333

- Select--
- Affiant
- Applicant
- Claimant
- Co-Counsel (Other)
- Defendant
- Father - Natural
- Minor
- Minor - Plaintiff/Petitioner
- Minor - Respondent/Defendant
- Mother - Natural
- Next Friend
- Other Party
- Petitioner
- Plaintiff
- Registered Agent for Service of Process
- Respondent
- Step Parent
- Petitioner

Help

34752

Filing Fee:
\$115.00

Party

Petitioner:
KATHLEEN A FORSYTH

Respondent:
LITTLE BO PEEP FORSYTH

Other Party:
NE'ER DO WELL

Document

* Last Name/Organization FORSYTH

* First Name KATHLEEN

Middle Name/Initial A

Suffix --None--

SSN/EIN 111-22-3333

* Date of Birth 12/26/1980

Gender FEMALE

Address [Help](#)

* Address 1 1111 JUDGE WAY

Address 2

* City KANSAS CITY

* State Missouri

* Zip 64106

Phone Number (816) 881 - 3759

Email

Back Add New Party Continue

Case Type:

Guardianship and Conservatorship - Adult

Style of Case:

IN RE LITTLE BO PEEP FORSYTH

Attorney Reference

Number:

34752

Filing Fee:

\$115.00

Party

Petitioner:

KATHLEEN A FORSYTH

Respondent:

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

Document

005.020 Name and pursuant to Missouri Supreme Court Operating Rule 4 if the party is a person and such information is reasonably available. Date of Birth is required pursuant to Missouri Supreme Court Operating Rule 4. For Probate cases, Gender and either the Social Security Number or Date of Birth is required for National Instant Criminal Background Check system (NICS Index).

* Party Type

This party is NOT a person

* Last Name/Organization

* First Name

Middle Name/Initial

Suffix

SSN/EIN

Date of Birth

* Gender

Address [Help](#)

This address is the same address as previous party address.

* Address 1

Address 2

* City

* State

* Zip

Case Type:

Guardianship and
Conservatorship - Adult

Style of Case:

IN RE LITTLE BO PEEP
FORSYTH

Attorney Reference

Number:

34752

Filing Fee:

\$115.00

Party

Petitioner:

KATHLEEN A FORSYTH

Respondent:

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

Document

005.020 Name and pursuant to Missouri Supreme Court Operating Rule 4 if the party is a person and such information is reasonable available. Date of Birth is required pursuant to Missouri Supreme Court Operating Rule 4. For Probate cases, Gender and either the Social Security Number or Date of Birth is required for National Instant Criminal Background Check system (NICS Index).

* Party Type

This party is NOT a person

* Last Name/Organization

* First Name

Middle Name/Initial

Suffix

SSN/EIN

Date of Birth

Gender

Address

This address is the same as

* Address 1

Address 2

* City

* State

* Zip

- Other Party
- Select--
- Affiant
- Applicant
- Claimant
- Co-Counsel (Other)
- Defendant
- Father - Natural
- Minor
- Minor - Plaintiff/Petitioner
- Minor - Respondent/Defendant
- Mother - Natural
- Next Friend
- Other Party
- Petitioner
- Plaintiff
- Registered Agent for Service of Process
- Respondent
- Step Parent

Help

LOSER LANE

LOSER

Missouri

65111

Case Type:

Guardianship and
Conservatorship - Adult

Style of Case:

IN RE LITTLE BO PEEP
FORSYTH

Attorney Reference

Number:

34752

Filing Fee:

\$115.00

Party

Petitioner:

KATHLEEN A FORSYTH

Respondent:

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

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* Party Type Other Party

This party is NOT a person

* Last Name/Organization WELL

* First Name NE'ER

Middle Name/Initial DO

Suffix --None--

SSN/EIN 111-22-3333

Date of Birth 01/01/1980

Gender MALE

Address [Help](#)

This address is the same address as previous party address.

* Address 1 LOSER LANE

Address 2

* City LOSER

* State Missouri

* Zip 65111

- **Your entry of party information replaces the old “Filing Information Sheet.”**
- **All interested persons must be entered into the system by the eFiling attorney – petitioner, respondent, relatives, trustees, attorneys-in-fact, public administrator, etc.**
- **Make sure the names and addresses of the parties are current and complete and that they are the same as those used in your pleadings.**
- **If the information is incomplete, you will be asked to file an amended pleading so that all necessary persons/entities are added into the system.**



Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT



--Select Destination--

Case

Court Location:

Jackson County - Kansas City - Probate

Case Category:

Probate - Guardianship/Conservatorship-Adult/Minor

Case Type:

Guardianship and Conservatorship - Adult

Style of Case:

IN RE LITTLE BO PEEP FORSYTH

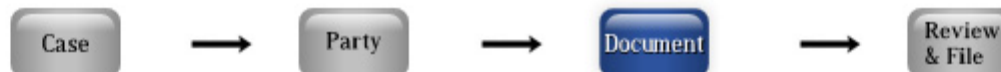
Attorney Reference

Number:

34752

Filing Fee:

\$115.00



Required fields are denoted by an asterisk(*).

Filing On Behalf Of [Help](#)

*Filing on Behalf of

- All Named Petitioners/Plaintiffs
- All Named Respondents/Defendants
- All Named Parties

And/Or Selected Parties:

KATHLEEN A FORSYTH
 LITTLE BO PEEP FORSYTH
 NE'ER DO WELL

ADD

Filing on Behalf of (remove all)

Petitioner:
KATHLEEN A FORSYTH
Respondent:
LITTLE BO PEEP FORSYTH
Other Party:
NE'ER DO WELL

Document

Petitioner - KATHLEEN A FORSYTH (remove)

Document and Attachments [Help](#)

Document Category: Application for Letters of
* Document Type: Guardianship and Conservatorship (application)

Upload Document

Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, [click here](#).

* Document Location: \\JAKAS1642\USERS\$\BURNETSM\M Browse...
* Document Title: Application for Guardian and Conserva ADD

Add attachment(s) to this document (e.g.,Exhibit,Appendix)

Attachment Location: Browse...
Attachment Title: ADD

Document Title/Attachment	Size
Total Size: 0MB	

ALL Documents and Attachments Size: 0MB of 21MB limit



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

In the Matter of:

**LITTLE BO PEEP FORSYTH,
Respondent**

Estate Number

PETITION FOR APPOINTMENT OF GUARDIAN AND CONSERVATOR

COMES NOW petitioner, Kathleen A. Forsyth, and states:

1. Little Bo Peep Forsyth, age 208, domiciled in Jackson County, whose present residence address is 123 Who Knows Lane, Kansas City, MO 64106 is unable by reason of: dementia to receive and evaluate information or to communicate decisions to such an extent that respondent lacks capacity to meet essential requirements for food, clothing, shelter, safety or other care such that serious physical injury, illness or disease is likely to occur. Respondent is also unable as a result of the above described conditions to receive and evaluate information to communicate decisions to such an extent that respondent lacks ability to manage his financial resources. That respondent, by reason of the conditions described above, is unable to meet respondent's essential daily needs of living and/or to manage his financial resources without supervision and that there are no less intrusive alternatives to guardianship and conservatorship available to provide for

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

Document

Petition for Guardian and Conservator

Review and File

Case

Party

Document

Upload Document

Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, click here.

* Document Location [input] Browse...

* Document Title [input: Petition for Guardian and Conservator] ADD

Add attachment(s) to this document (e.g., Exhibit, Appendix)

Attachment Location [input] Browse...

Attachment Title [input] ADD

Document Title/Attachment	Size	
Petition for Guardian and Conservator	0.02 MB	(remove)
Total Size: 0.02MB		

ALL Documents and Attachments Size: 0.02MB of 21MB limit

KATHLEEN A FORSYTH

Respondent:

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

Document

Petition for Guardian and Conservator
Exhibit A

Review and File

Case

Party

Document

Document Category Application for Letters of

* Document Type Guardianship and Conservatorship (application)

Upload Document

Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, click here.

* Document Location Browse...

* Document Title Petition for Guardian and Conservator ADD

Add attachment(s) to this document (e.g., Exhibit, Appendix)

Attachment Location \\JAKAS1642\USERS\BURNETSM\ Browse...

Attachment Title Exhibit B ADD

All special characters except hyphen, comma and ampersand will be removed from document titles.

Document Title/Attachment	Size	
Petition for Guardian and Conservator	0.02 MB	(remove)
Exhibit A	0.01 MB	(remove)
Total Size: 0.03MB		

ALL Documents and Attachments Size: 0.03MB of 21MB limit

Back Add New Document Continue



Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT



--Select Destination--

Case

Court Location:

Jackson County - Kansas City -

Probate

Case Category:

Probate -

Guardianship/Conservatorship-

Adult/Minor

Case Type:

Guardianship and

Conservatorship - Adult

Style of Case:

IN RE LITTLE BO PEEP

FORSYTH

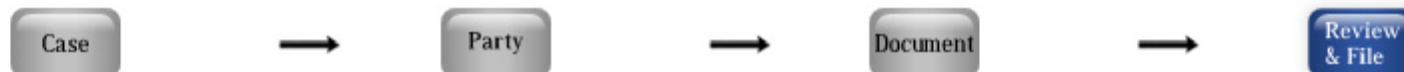
Attorney Reference

Number:

34752

Filing Fee:

\$115.00



Please review all information entered. If you need to make any changes to the information, click the **update** link next appropriate item. If you need to remove or delete any information, please click the **remove** link next to the appropriate

Case

IN RE LITTLE BO PEEP FORSYTH [\(update\)](#)

Guardianship and Conservatorship - Adult
filed in Jackson County - Kansas City - Probate

Attorney Reference Number: 34752

Filing Fee: \$115.00

Notes to Clerk:

Please set on next Tuesday's adult guardianship/conservatorship docket. Have spoken to Commissioner Wheeler and he has approved this setting.

Party

KATHLEEN A FORSYTH - Petitioner [\(update\)](#)

represented by: Maria C. Avant [\(remove\)](#)

Case

Court Location:

Jackson County - Kansas City - Probate

Case Category:

Probate - Guardianship/Conservatorship-Adult/Minor

Case Type:

Guardianship and Conservatorship - Adult

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IN RE LITTLE BO PEEP FORSYTH

Attorney Reference

Number:

34752

Filing Fee:

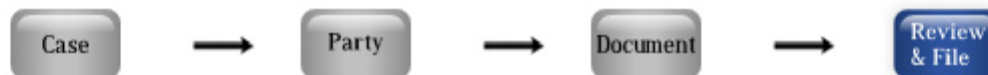
\$115.00

Party

Petitioner:

KATHLEEN A FORSYTH

Attorney:



Required fields are denoted by an asterisk(*).

Payment Information [Help](#)

Select one radio button - Court Debit Account, Credit Card or Electronic Bank Draft (eCheck):

Court Debit Account

* Court Debit Account Number

* Filing Fee \$

Credit Card

* Cardholder Name

Credit Card Billing Address [\(update\)](#)

* Credit Card Type

* Credit Card Number

* CVV/CVC Code

* Credit Card Expiration Month Year



Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT



--Select Destination--

New Case Filing Confirmation

Thank you for your submission on **9/3/13 at 9:03 AM**. Below is important information regarding this submission. You will receive emails from the eFiling System regarding the status of your submission. This page is printer friendly.

If you need to contact the clerk about this submission or if you need to submit another filing and you do not have the case number, please use the following.

eFiling Confirmation Number: EF14565

The following information and documents were submitted with this filing.

Attorney Reference Number: 34752

Case

IN RE LITTLE BO PEEP FORSYTH

Guardianship and Conservatorship - Adult filed in Jackson County - Kansas City - Probate

This filing is by a government attorney exempt from filing fees.

Notes to Clerk: Please set on next Tuesday's adult guardianship/conservatorship docket. Have spoken to Commissioner Wheeler and he has approved this setting.

Party

Your Missouri Courts

THE JUDICIAL BRANCH OF STATE GOVERNMENT



--Select Destination--

[Case.net](#) | [Courts Home](#) | [eFiling Info](#)

[Log out testaccount4](#)

MOBAR Number 31495

Case

[Help](#)

If you do not know the case number or eFiling Confirmation number, refer to your confirmation email or search for case number using [Casenet](#)

Case Number

Court Location

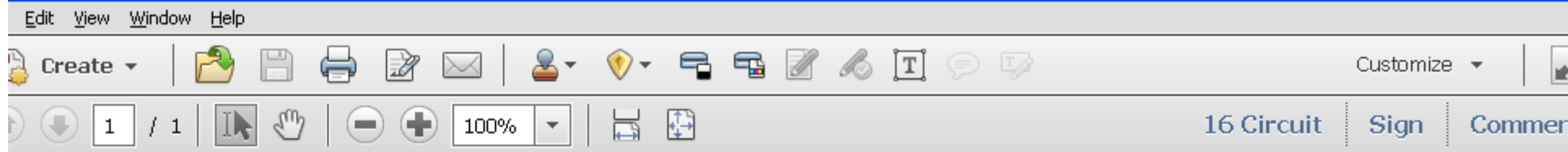
Jackson County - Kansas City - Probate

OR

eFiling Confirmation Number

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Probate Judge
Probate Division
Kansas City, MO 64106

Re: Little Bo Peep Forsyth

Dear Probate Judge:

I have examined the above individual on numerous occasions while serving as the resident physician at Who Knows Facility. She is totally incapacitated and totally disabled by reason of dementia. She is unable to care for himself or his finances. She is in need of a guardian and conservator. Placement should continue to be in a skilled nursing facility.

All opinions expressed herein are to a reasonable degree of medial certainty.

Very truly yours,

/S/

Dr. Georgia Proctor, M.D.

34752

Filing Fee:

\$0.00

Party

Petitioner:

KATHLEEN A FORSYTH

Respondent:

LITTLE BO PEEP FORSYTH

Other Party:

NE'ER DO WELL

Document

Filing on Behalf of (remove all)
Petitioner - KATHLEEN A FORSYTH (remove)

Document and Attachments Help

Document Category: Filing - Other/Miscellaneous
* Document Type: Exhibit

Upload Document

Document must be in PDF format and 7.0MB or less in size. To convert documents to PDF, click here.

* Document Location: \\JAKAS1642\USERS\$\BURNETSM\M Browse...
* Document Title: Medical Letter ADD

Add attachment(s) to this document (e.g., Exhibit, Appendix)

Attachment Location: Browse...
Attachment Title: ADD

Table with 2 columns: Document Title/Attachment, Size. Total Size: 0MB

ALL Documents and Attachments Size: 0MB of 21MB limit

WHEN A CASE IS FILED, THE COURT WILL:

- 1. ACCEPT**

PROBATE SERVICE PACKETS - ATTORNEY INFORMATION

- Once a cause of action has been accepted for filing, a clerk prepares the necessary documents for service.
- In most instances, this will either be a summons or a notice of hearing.
- The summons or notice of hearing is sent to the attorney by an e-mail containing the link so that **THE ATTORNEY** may print and assemble the service packet containing the requisite documents to be served.

<p><u>ADULT GUARDIANSHIPS/CONSERVATORSHIPS</u> Upon the Respondent (Note - Requires Personal Service on the Respondent and ONLY upon the Respondent - cannot be constructively served): 2 - Notice of Hearing/Notice of Rights (One for return and one stapled to the service packet) Order for Attorney <i>Application for Appointment of Guardian and Conservator and all attached required Exhibits (but not the medical report); and</i> <i>Order Appointing Special Process Server (if using)</i></p> <p>Upon all interested persons by ordinary mail: Notice of Hearing <i>Certificate of Mailing</i></p> <p>Note #1: A Petition for Electroconvulsive Therapy will also follow this format.</p> <p>Note #2: Personal service is required on the attorney-in-fact if Application is also seeking termination of any existing durable power of attorney</p>	<p><u>MINOR GUARDIANSHIPS/CONSERVATORSHIPS</u> Upon the Natural Parents: 2 - Summons (One for return and one stapled to the service packet)* Adversary Order <i>Application for Appointment of Guardian and Conservator and all attached required Exhibits; and</i> <i>Order Appointing Special Process Server (if using)</i></p> <p>Once matter is set for hearing, serve upon all interested persons by ordinary mail: Notice of Hearing <i>Certificate of Mailing</i></p> <p>*If whereabouts of parent is unknown or identity of parent is unknown, service is by publication pursuant to Rule 54.12(c)</p> <p>Note: If both parents consent, no summons is required. Instead, service will be by ordinary mail: Notice of Hearing <i>Certificate of Mailing</i></p>
<p><u>APPLICATION FOR LETTERS OF ADMINISTRATION</u></p>	<p><u>PETITION TO REQUIRE ADMINISTRATION</u></p>

PROBATE SERVICE PACKETS - ATTORNEY INFORMATION

- If notice is permitted by certified mail or ordinary mail, the attorney must prepare the appropriate service packet and send it and the notice of hearing to the opposing party and/or interested persons.
- The signed Certified Mail Return Receipt (if notice is by certified mail) or a Certificate of Mailing (if notice is by ordinary mail) no later than **SEVEN (7)** days prior to the date of the hearing.
- Unless continued, the attorney for the petitioning person or the *pro se* petitioning person **MUST** appear at the scheduled hearing time or the matter may be dismissed for want of prosecution.

WHEN A CASE IS FILED, THE COURT WILL:

2. ACCEPT, BUT INCOMPLETE

- In order to complete the processing of your estate, additional information/forms are required, and if not received within 30 days of the date of this notice, the estate will be dismissed pursuant to Rule 72.5 for failure to prosecute without prejudice at the Petitioner's cost. A checklist detailing deficiencies will follow.**
- Your submission is accepted conditionally but will not be processed further until the original document (will, codicil, bond, voucher and/or receipts) is delivered in paper form to the Court. This should be done within 48 hours of the electronic submission of this document.**

Comprehensive Jackson County New Estate Checklists

- Approximately 4 out of every 5 cases filed are missing necessary information
- New Estate Clerks utilize checklists to inform attorneys as to what is necessary to complete case processing
- Will continue to be used when e-filing begins on September 9, 2013

**The New Estate
Checklists do not
change the law!**

WHEN A CASE IS FILED, THE COURT WILL:

3. REJECT

Your E-filing submission has been rejected due to the following:

- **Wrong case number or style**
- **Document is unreadable or cannot be opened**
- **Multiple documents/pleadings were attached to one docket code.**
- **Documents must be submitted separately.**

eBench Calendar

Help

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Honorable
KATHLEEN A FORSYTH
10/07/2013
8:00 AM - 11:59 PM

Logoff BURNETSM

Show All Cases

Show Attorneys

Show Only Cases Checked In

Hide Cases Heard

#	<input type="checkbox"/>	<input type="checkbox"/>	Case Number	eBench Note
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10P9-PR00226 - ROSA LEE MORRISON, DECEASED	Citation-GS (Fiducia)
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12P9-PR00629-04 - LINDA C. KRATTLI, DECEASED	\$6,027.41 - GS
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13P9-PR00532-02 - RUTH ANN MCDANIEL DECEASED	Pet. Heirship- GS
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13P9-PR00681-01 - MARY M. WOVERTON DECEASED	Pet. Heirship- GS
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13P9-PR00589-01 - DAKOTA W SAXTON MINOR	G/C- GS
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13P9-PR00590-01 - ERICA R RIPLEY MINOR	G/C- GS

Enter Case Number: Retrieve

New Probate Local Rules

- Effective 9/6/2013
- Rule 72.3 – Filing of Pleadings
- Rule 72.5 – Case Dismissal for Failure to Prosecute
- Rule 72.6 – Continuances for Trial Settings and Hearing Scheduled

Miscellaneous eFiling Tips

- Extensions of Time
- Proposed Orders
- Settlements
- No 15-Day letters (60 days to clear exception letters)
- Signatures