

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

IN THE MATTER OF

ESTATE NUMBER

\_\_\_\_\_  
Deceased.

To: \_\_\_\_\_

**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 APPLICATION FOR LETTERS TESTAMENTARY CHECKLIST

- ☐ Filing fee in the amount of \$\_\_\_\_\_ must be paid.
- ☐ Application for Letters has not been signed by the applicant/attorney.
- ☐ Application for Letters does not indicate if you are requesting independent or supervised administration.
- ☐ Will does not authorize independent administration, file written consents.
- ☐ Non-resident P.R. - file Designation and/or Acceptance of Resident Agent.
- ☐ Applicant is not named to act as P.R. - file refusal to qualify of named P.R.
- ☐ File renunciations of persons entitled to act as P.R. or request a hearing.
- ☐ File \$\_\_\_\_\_ Corporate Surety Bond
- ☐ Appendix A does not appear to correctly list the devisees/legatees and/or heirs-at-law. Please refer to R.S.MO. §473.017 AND §474.010 and PPM Sections 10 (if supervised) or 11 (if independent).
- ☐ MO Healthnet Disclosure (Form 10022)
- ☐ Other: May include - filed more than one year after the date of death of the decedent. Please resolve.

Will

- ☐ Will of decedent has not been presented for probate.
- ☐ The date of death listed on the Statement as to Death and Presentment differs from the date of death listed on the Death Certificate.
- ☐ Will is not self-proving pursuant to R.S.Mo. §474.337. Please take the necessary steps to have the will admitted.
- ☐ Provide testimony of \_\_\_\_\_ witnesses.
- ☐ Provide the court with a check for \$\_\_\_\_\_ for two complete copies of the Will to send out with Commissions.
- ☐ Commission(s) to prove Will issued\_\_\_\_\_, have not been returned.
- ☐ Other: May include - filed more than one year after the date of death of the decedent. Please resolve.

Date: \_\_\_\_\_

\_\_\_\_\_  
Division Clerk