

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

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.

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, 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 if you wish to review these before filing your case.

NEW ESTATE APPLICATION FOR LETTERS (INTESTATE) CHECKLIST

- Please file an Amended Application. See deficiencies detailed below.
- Filing fee in the amount of \$ _____ must be paid
- Application 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 §472.080 RSMo.
- 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.
- Written Consents from the heirs for Independent Administration must be filed. (Form 10021)
- Non-resident P.R. – file Designation and/or Acceptance of Resident Agent.
- Provide renunciations of persons entitled to act as P.R. or request a hearing.
- Corporate Surety Bond in the amount of \$ _____ must be filed.

- MO HealthNet Disclosure (Form 10022) must be filed.
- Appendix A does not appear to correctly list the heirs-at-law. Please refer to R.S.MO. 473.017 and 474.010 and PPM Sections 10 (if supervised) or 11 (if independent).
- Other – May include - filed more than one year after the date of death of the decedent. Please resolve.

Date

Division Clerk