

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](http://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](http://www.16thcircuit.org) if you wish to review these before filing your case.*

**Creditor's/ Minor's/ Spousal Refusal**

- Please file an Amended Application. See deficiencies detailed below.
- Filing fee in the amount of \$ \_\_\_\_\_ must be paid.
- Insufficient filing fee has been received. Please pay additional fees in the amount of \$ \_\_\_\_\_.
- 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.
- Corporate Surety Bond in the amount of \$ \_\_\_\_\_ must be filed.
- A letter from a Realtor or person having knowledge of the value of the real estate is required.
- Paid funeral bill was not submitted.
- A copy of the decedent's death certificate was not submitted.

Other - May include:

\*Application does not list the full name and residential address of the decedent.

\*Application does not list the decedent's date of death.

\*Application/Affidavit does not list the full name, date of birth and address of each surviving unmarried minor child together with the name and address of the child's surviving parent, his legal guardian and conservator, if any, and the name and address of the person(s) with whom he/she resides.

\*Application does not list the full name and address of the surviving spouse, if any.

\*Application fails to provide sufficient description of the assets.

**Small Estate**

Please file an Amended Affidavit. See deficiencies detailed below.

Filing fee in the amount of \$ \_\_\_\_\_ must be paid.

Insufficient filing fee has been received. Please pay additional fees in the amount of \$ \_\_\_\_.

Affidavit 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.

Paid funeral bill was not submitted.

A copy of the decedent's death certificate was not submitted.

A letter from a Realtor or person having knowledge of the value of the real estate is required.

Distribution under the Affidavit is to the persons named in the Last Will and Testament, however, the Will has not been presented for probate.

Appendix B does not appear to correctly list the Heirs at Law. Please refer to §473.017 RSMo and §474.010 RSMo.

Corporate Surety Bond of Distributee in the amount of \$ \_\_\_\_\_ must be filed. If all distributees sign to waive bond and funeral expenses are paid, the court will waive the filing of a bond.

The signature of the Affiant has not been acknowledged by a notary

The signatures of the Distributees, to waive bond, have not been acknowledged.

Other – See "Other" above.

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Date

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Division Clerk