

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

IN THE MATTER OF

ESTATE NUMBER

RESPONDENT.

TO: _____

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 (ADULT GUARDIANSHIP/CONSERVATORSHIP) CHECKLIST

Guardianship/Conservatorship:

- Filing fee in the amount of \$ _____ has not been paid.
- Petition for Appointment of Guardian and Conservator (Form 10193) is missing.
- Petition 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. Please file an amended petition, with all appropriate exhibits.
- Exhibit A 10193a is missing. Please file an amended petition, with all appropriate exhibits.
- Exhibit B 10193b is missing. Please file an amended petition, with all appropriate exhibits.
- Exhibit C (Form 10194) by proposed guardian/conservator is missing/incomplete. Note: The three persons who know the proposed guardian's whereabouts must live at separate addresses and have separate phone numbers from the proposed guardian and each other.
- Information for guardians and conservators (Form 10194a) is missing/incomplete.
- Information regarding proposed ward (Form 10320a) is missing/incomplete.
- Proposed guardian is a non-resident of Missouri. A designation and acceptance of resident agent (Form 10193d) must be filed. Please utilize residential addresses. Corporate or law firm addresses are not acceptable.
- A medical letter, dated within the last six months, explaining the need of

guardianship/conservatorship is missing. Note: The medical letter must be signed by a licensed physician.

- The following required information was not provided: respondent's gender, respondent's date of birth, respondent's social security number. Please file a supplemental party information sheet to include this required information.
- The required background screening of the nominated guardian and/or conservator, in accordance with 475.050.4 is missing/incomplete. (Only required if the nominated guardian is not the respondent's spouse, parent, adult child, adult sibling, or the Public Administrator). Please file the background screening or file an affidavit detailing the reasons why said reports can't be obtained.
- Other – May Include:
 - *The motion and proposed order for appointment of private process server that you submitted did not include the registration number for the current year. Please take the necessary steps.
 - *You have requested Jackson County Civil Process to serve the respondent. Please submit \$36.00.
 - * Personal service to the respondent is required. If you wish to obtain service of process by Jackson County Civil Process, please submit \$36.00. If you wish to use a private process server, please file the appropriate motion and proposed order.
 - *The petition asks for appointment of co-guardians and co-conservators. Our Court's policy is that only one may serve. Please file an amended petition, with all appropriate exhibits.
 - *There is already a guardian/conservator in place. Consent and resignation of the current guardian is needed.
 - *Respondent is currently under the age of 18 and cannot be served with process until his/her 18th birthday.
 - *The petition indicates a power of attorney exists. Please take the necessary steps to serve the attorney-in-fact.

Conservatorships Only:

- The required credit history report of the nominated conservator, in accordance with 475.050.4 is missing/incomplete. (Only required if the nominated conservator is not the respondent's spouse, parent, adult child, adult sibling, or the Public Administrator). Please file the credit history report or file an affidavit detailing the reasons why said reports can't be obtained.

IMPORTANT UPDATE

Significant changes were made to the probate code that went into effect 8/28/18. Please review the Court's website for a summary of the changes and new forms that have been added.

For information relating to frequently asked questions, filing fees, forms, eFiling information, probate contacts, and the Probate Procedures Manual, please visit www.16thcircuit.org/probate and select from the links located on the right hand side of the web page.

Date

Clerk