

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

IN THE MATTER OF

ESTATE NUMBER

Deceased.

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 APPLICATION FOR LETTERS TESTAMENTARY CHECKLIST

- 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. Please file an amended application, including appendices.
- Application for letters has not been signed by the applicant/attorney. Please file an amended application, including appendices.
- Application for letters does not indicate if you are requesting independent or supervised administration. Please file an amended application, including appendices.
- 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). Please file an amended application, including appendices.
- Appendix A does not include addresses for all parties. Please inform the Court in writing as to what steps have been taken to locate the heirs/devisees.
- Will does not authorize independent administration. File written consents.
- Non-resident P.R. - file designation and/or acceptance of Resident Agent. Please utilize residential addresses. Corporate or law firm addresses are not acceptable.
- 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

MO Healthnet Disclosure (Form 10022) must be filed.

Other: May include:

*Filed more than one year after the date of death of the decedent. Please resolve.

Will

The original will (physical paper document) has not yet been delivered to the Probate Department. Please forward the original to the Court.

Will of decedent has not been presented for probate. If you wish to present the will to be admitted to probate, please file the statement as to death and presentment.

The date of death is missing from the statement as to death and presentment.

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 RSMo. §474.337. Please take the necessary steps to have the will admitted.

Provide testimony of _____ witnesses.

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.

*Lost Will – File a petition to admit the lost will that clearly identifies all interest parties and their whereabouts. If the whereabouts of any parties are unknown, please file an appropriate pleading which fully complies with Civil Rule 54.12(c).

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