

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

IN THE MATTER OF

ESTATE NUMBER

\_\_\_\_\_  
Minor.

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.**

*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.*

**CHECKLIST**

**Guardianship/Conservatorship - Minor**

1. Filing fee in the amount of \$\_\_\_\_\_ must be paid.
2. Insufficient filing fee has been received. Please pay additional fees in the amount of \$\_\_\_\_\_.
3. Proposed Guardian is a non-resident of Missouri. File Designation and Acceptance of Resident Agent. (Form 10020a). Utilize residential addresses. Corporate or law firm addresses are not acceptable for purposes of serving as resident agent.
4. Petition for Appointment of Guardian and Conservator (Form 10320) is missing.
5. Consent to Appointment by proposed guardian/conservator (Form 10194) 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.
6. Information for Guardians and Conservators (Form 10194a) is missing/incomplete.
7. Information Regarding Proposed Ward (Form 10320a) is missing/incomplete.
8. Affidavit (Form 10320b) was not provided.

9. The petition reflects that the whereabouts of the natural father/mother are unknown. Please file an appropriate pleading which fully complies with Supreme Court Rule 54.12(c) and Local Court Rule 21.10.
10. The petition reflects that the natural father/mother is deceased. Please file a copy of the deceased natural parent's Death Certificate.
11. Your pleadings indicate that a juvenile case involving the minor is pending. Please file a consent from a family court judicial officer regarding this action.
12. The required background screening of the nominated guardian and/or conservator, in accordance with §475.050.4, is missing/incomplete. Please file the background screening or file an affidavit detailing the reasons why said reports can't be obtained.<sup>1</sup> (Only required if the nominated guardian is not the minor's spouse, parent, or adult sibling).
13. Petition is incomplete/insufficient. See details below and file an amended petition.
  - a. Petition/Application/Affidavit doesn't meet the signature requirements of 472.080 RSMo and/or SCR 103, due to one of more of the following:
    - ☐ The pleading doesn't contain either the graphic representation of the wet signature of the petitioner/applicant, or an electronic signature of the petitioner/applicant, along with the audit trail.
    - ☐ The pleading doesn't include either 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 and Supreme Court Rule 103, or a notarized signature.
  - b. Petition does not include a listing of the minor's property and income.
  - c. Petition does not include a listing of the minor's relatives.
  - d. The petition is seeking appointment of co-guardians and/or co-conservators. Per Judge Styles, please file an amended petition nominating only one person to serve.

Conservatorships Only:

14. The required credit history report of the nominated conservator, in accordance with §475.050.4, is missing or incomplete. Please file the credit history report or file an affidavit detailing the reasons why said reports can't be obtained. (Only required if the nominated conservator is not the minor's spouse, parent, adult sibling, or the Public Administrator).
15. Corporate Surety Bond in the amount of \$\_\_\_\_\_ must be filed. (Bond amount may be set at the hearing.)

Other:

16. There is already a guardian/conservator in place.

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<sup>1</sup> One resource for obtaining background check information is the Missouri Family Care Safety Registry (FCSR).  
<https://health.mo.gov/safety/fcsr/>

17. The pleadings indicate that the minor is age 14 or older. Either a signed selection of fiduciary by minor or service by summons is required. Please take the necessary steps.
18. 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.
19. You have requested Jackson County Civil Process to serve the respondent(s). Please submit \$36.00 per person to be served.
20. Either notarized consents of the natural parents or service by summons is required. If you wish to obtain service of process by Jackson County Civil Process, please submit \$36.00 per person to be served. If you wish to use a private process server, please file the appropriate motion and proposed order.

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](http://www.16thcircuit.org/probate) and select from the links located on the right-hand side of the web page. For questions regarding this checklist, you may contact me at the phone number listed below.

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Date

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Clerk

Phone No.: