

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
AT \_\_\_\_\_  
PROBATE DIVISION

IN THE MATTER OF

ESTATE NUMBER

RESPONDENT.

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.*

**NEW ESTATE (ADULT GUARDIANSHIP/CONSERVATORSHIP) CHECKLIST**

See deficiencies detailed below.

- ☐ 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.
- ☐ Information regarding proposed ward (Form 10320a) is missing/incomplete.
- ☐ Information for guardians and conservators (Form 10194a) is missing/incomplete.
- ☐ 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.

- ☐ 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.
- ☐ Other – May Include:
  - \*The motion and proposed order for appointment of private process server must include the registration number for the current year.
  - \*You have requested Jackson County Civil Process to serve the respondent. Please submit \$36.00.
  - \*The petition asks for appointment of co-guardians and co-conservators. 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.

**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.**

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Date

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Clerk