

IN THE 16<sup>TH</sup> CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
 PROBATE DEPARTMENT

**COPY REQUEST FORM**

Estate Name: \_\_\_\_\_

Estate Number: \_\_\_\_\_

Document Requested	Document Filed Date	Photocopy	Certified	Attested	Authenticated	No. of Copies	Amount Due
Letters							
Application for Letters							
Will							
Codicil							
Order of Distribution							
Order of Discharge							
Order of Refusal of Letters							
Inventory							
Other:							
Other:							
Other:							
Other:							
Entire File							
<b>Total Amount Due:</b>							_____

**FEES:** Ordinary photocopies are \$0.30 per page. Certified and Attested copies are \$4.00 for the first page, and \$0.30 for each additional page. Authenticated copies are \$6.00 for the first page, and \$0.30 for each additional page. Copies from Microfilm/Archive are \$5.00 for the first page, and \$0.50 for each additional page. Payment may be made in cash (please have exact change), by money order, or by credit card. No personal checks.

**NOTE: Payment must be received before your request will be processed. Please allow 5-7 business days after payment for processing.**

This request can be mailed to the addresses listed below. Attorneys may eFile their requests.

For Kansas City Cases - Probate Department, 415 E. 12<sup>th</sup> Street, 9<sup>th</sup> Floor, Kansas City, Missouri 64106.

For Independence Cases - Probate Department, 308 W. Kansas, Suite 304, Independence, Missouri 64050.

Today's Date \_\_\_\_\_

Requestor Name \_\_\_\_\_

Requestor Address \_\_\_\_\_

\_\_\_\_\_

Requestor Phone No. \_\_\_\_\_

Indicate the preferred method of delivery:  Pick-up  
 Mail (Requestor must provide self-addressed postage paid envelope)

Copy Fees - Charge to Estate  
 Copy Fees - Paid \_\_\_\_\_