

16<sup>th</sup> Judicial Circuit of Missouri  
Probate Department

415 E. 12<sup>th</sup> Street, 9<sup>th</sup> Floor  
Kansas City, MO 64106  
Phone: (816) 881-3755  
Fax: (816) 881-3228

308 W. Kansas, Suite 304  
Independence, MO 64050  
Phone: (816) 881-3755  
Fax: (816) 881-1609

**REQUEST FOR COPIES**

**Estate Name:** \_\_\_\_\_ **Estate No.:** \_\_\_\_\_

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

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

Requestor Phone: \_\_\_\_\_

**Fees:** Regular copies are \$0.30 per page. Certified/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. Forms of payment accepted: money order, cashier's check, personal check, credit card (in person only), and cash (please have exact change). Please do not mail cash or coins. You may be able to view some public case file documents online, via [case.net](http://case.net), at no cost.

**Payment must be received before your request will be processed.** Please allow 10-14 business days after payment for processing. More time may be needed for archived files or authentication.

Requested Method of Delivery:

☐ Mail. (Requestor must provide self-addressed stamped envelope within 30 days.)

☐ Pick up at Kansas City Probate Office      ☐ Pick up at Independence Probate Office

Please note that any copies that have remained in our office longer than 30 days will be discarded. No refunds will be given.

**Documents Requested**

\*An [Application to Inspect Confidential Records](#) may be required for any confidential documents.

Document Name: \_\_\_\_\_

Date Doc. Filed: \_\_\_\_\_ No. of Copies: \_\_\_\_\_

Type of Copies Requested: ☐ Regular ☐ Certified ☐ Attested ☐ Authenticated

Clerk Use Only - Amount Due: \_\_\_\_\_

Estate Name: \_\_\_\_\_ Estate No.: \_\_\_\_\_

**Additional Documents Requested (if any).**

Attach additional sheets, if necessary.

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Clerk Use Only:

☐ Application to Inspect Confidential Records needed – confidential documents requested.

Requestor notified on \_\_\_\_\_.

☐ Copy fees paid on \_\_\_\_\_.

☐ Copy fees charged to estate (option only if fiduciary or their attorney is requestor, estate is still open, and final costs not yet calculated.)

☐ Request fulfilled and copies mailed to requestor on \_\_\_\_\_.

☐ Request fulfilled and requestor notified on \_\_\_\_\_ that the copies will be available for pick-up until: \_\_\_\_\_.