

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](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 DETERMINATION OF HEIRSHIP CHECKLIST**

Determination of Heirship:

- Filing fee in the amount of \$\_\_\_\_\_ must be paid.
- 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, including any appendices.
- Petition does not include signature of\_\_\_\_\_. Please file an amended petition, including any appendices.
- Petition is missing date of death and/or property description. Note: A legal description is required for all real property. Please file an amended petition, including any appendices.
- Petition is missing place of domicile and/or last residence street address. Please file an amended petition, including any appendices.

- Petition does not appear to include all heirs-at-law of the decedent. Please file an amended petition, including any appendices.
- Please submit a proposed judgment determining heirship for the Court's consideration.
- Other – \_\_\_\_\_

**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](http://www.16thcircuit.org/probate) and select from the links located on the right hand side of the web page.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk