**JACKSON COUNTY CIRCUIT COURT**

**PROBATE DIVISION**

**Instruction Sheet for Filing Probate Pleadings beginning January 1, 2017**

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| The pleadings listed below should be filed under  the Estate Number with the open administration: | | The pleadings listed below should be filed as a New Case: | |
| * Application for Allowance of Compensation of Attorneys and Fiduciaries * Application to Release Funds From Rest. Acct * Claim Against the Estate * Determination of Heirship within a estate * Petition to Sell Personal Property * Petition to Withdraw Funds From Multi-Party Assets/Accounts * Petition to Surrender Life Insurance Policy * Pet. to Determine Liability * Pet. for Discovery of Assets * Motion to Withdraw * Petition for Accounting * Petition to Remove Fiduciary * Petition to Transfer Funds to Unclaimed Property * Petition to Admit Lost Will * Amended Pleadings | * Petition/Motion to Approve Settlement Agreements * Objections to (1) Statement of Accounts (2) Final Settlements (3) Applications for Letters and (4) Applications for Attorney’s Fees * Report of Sale of Real Property * Petition to Sell Real Property * Petition to Abandon Property * Petition for Instructions * Petition for Specific Performance * Petition for Appt. of Successor Attorney-In-Fact * Petition to Transfer Funds to Unclaimed Property * Petition to Approve Settlement Agreements * Petition to Increase Authority * Petition to Produce Will * Withdraw of Attorney * Trust Accounting * Durable Power of Attorney Accounting * Non-Probate Transfer Litigation * Petition for Construction of Will * Petition to Terminate Guardianship * Petition for Restoration * Miscellaneous | * Petition for Appt. of Successor Guardian and Conservator (Adults and Minors) * Application for Letters DBN * Application for Guardianship/Conservatorship (Adults and Minors) – If filing multiple/sibling cases, each must be filed as a separate case. However, only one filing fee is required. * Petition for Electroconvulsive Therapy (ECT) * Petition for Special Needs Trust * Will File Only * Will Admit * Small Estate (May be filed simultaneously with will admit) * Petition to Require Administration * Application for Letters of Administration * Application for Letters Testamentary (May be filed simultaneously with will admit) * Petition to Determine Heirship (when no administration has commenced) * Application for Refusal of Letters to Spouse/Minor/Creditor * Petition for Presumption of Death * Petition to Declare Absentee Disabled * Trust Registration * Trust Actions brought under Chapter 456 * Petition for Successor Trustee * Petition to Contest Will (Must be filed as a Civil Case) * Competing Petitions/Applications |  |
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