

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
AT KANSAS CITY/INDEPENDENCE  
PROBATE DIVISION

IN THE MATTER OF

ESTATE NUMBER

Minor.

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 (MINOR GUARDIANSHIP/CONSERVATORSHIP) CHECKLIST

Guardianships/Conservatorships

- Filing fee in the amount of \$\_\_\_\_\_ has not been paid.
- Fees for service of process via Jackson County Civil Process \_\_\_\_\_ (\$36.00 each) have not been paid.
- Affidavit (Form 10320b) was not provided.
- 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.
- Exhibit A 10193a is missing/incomplete (Must list values or N/A). Please file an amended petition, with all appropriate exhibits.
- Exhibit B 10193b is missing. Please file an amended petition, with all appropriate exhibits.

- Exhibit B of petition reflects that the whereabouts of the natural father/mother are unknown. Please file an appropriate pleading which fully complies with Civil Rule 54.12(c).
- Exhibit B of petition reflects that the natural father/mother is deceased. Please file a copy of the deceased natural parent's death certificate.
- 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.
- Information for guardians and conservators (Form 10194a) was not provided/was incomplete.
- Information regarding proposed ward (Form 10320a) was not provided.
- Proposed guardian/conservator 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.
- Your pleadings indicate a juvenile case involving the minor is pending. Please file a consent from a juvenile judicial officer regarding this action.
- The required background screening of the nominated guardian and/or conservator, in accordance with 475.050.4 is missing/incomplete. (Only required if the nominated guardian is not the minor's spouse, parent, adult child, adult sibling, or the Public Administrator). Please file the background screening or file an affidavit detailing the reasons why said reports can't be obtained. Please file the credit history report or file an affidavit detailing the reasons why said reports can't be obtained.
- Other - May include:
  - \*The motion and proposed order for appointment of private process server must include the registration number for the current year.
  - \* Either notarized consents of the natural parents or service by summons are required.
  - \* For Minor's age 14 or older– Either a signed selection of fiduciary by minor or service by summons is required. Please take the necessary steps.
  - \*The petition asks for appointment of co-guardians and co-conservators. Our Court's policy is that 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.

**Conservatorships Only:**

- The required credit history report of the nominated conservator, in accordance with 475.050.4 is missing/incomplete. (Conservatorships only - Only required if the nominated conservator is not the minor's spouse, parent, adult child, adult sibling, or the Public Administrator)
- Corporate surety bond in the amount of \$ \_\_\_\_\_ must be filed. (Conservatorships only. Bond amount may be set at the hearing)

**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.**

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Date

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Clerk