

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

IN THE MATTER OF

ESTATE NUMBER

Minor.

TO: _____

YOUR FILING HAS BEEN CONDITIONALLY ACCEPTED
BUT IT IS INCOMPLETE

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, 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 if you wish to review these before filing your case.

NEW ESTATE (MINOR GUARDIANSHIP/CONSERVATORSHIP) CHECKLIST

Guardianship

- Please file an Amended Petition. See deficiencies detailed below.
- Filing fee in the amount of \$ _____ has 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.
- Exhibit C (Form 10194) by proposed guardian was not provided.
- Information regarding proposed ward (Form 10320a) was not provided.
- Information for guardians and conservators (Form 10194a) was not provided.
- Proposed guardian is a non-resident, a designation and acceptance of resident agent (Form 10193d) must be filed. Please utilize residential addresses.

- Exhibit B of Petition reflects that the whereabouts of the natural father/mother is 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.
- Your pleadings indicate a juvenile case involving the minor is pending. Please file a consent from a juvenile judicial officer regarding this action.
- Other - May include:
 - * Either notarized Consents of the natural parents or service by summons are required.
 - * The Petition asks for Appointment of Co-Guardians. Only one may serve. Please amend.
 - * Currently there is already a guardian in place. Consent of current guardian is required. If the current guardian does not consent a Petition for Removal of Guardian would be required.
 - * Form 10194/Form 10194a is incomplete. Please provide a completed Form 10194/10194a.

Conservatorship

- Filing fee in the amount of \$_____ has not been paid.
- Proposed conservatory is a non-resident, a designation and acceptance of resident agent (Form 10193d) must be filed.
- Corporate Surety Bond in the amount of \$_____ must be filed.
- Exhibit B of Petition reflects that the whereabouts of the natural father/mother is 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 was not provided.
- Information for guardians and conservators (Form 10194a) was not provided.
- Information regarding proposed ward (Form 10320a) was not provided.
- Other – May include:
 - * Either notarized Consents of the natural parents or service by summons are required.
 - * The Petition asks for Appointment of Co-Conservators. Only one may serve. Please amend.
 - * Currently there is already a guardian in place. Consent of current guardian is required. If the current guardian does not consent a Petition for Removal of Conservator would be required.
 - * Form 10194/Form 10194a is incomplete. Please provide a completed Form 10194/10194a.

Date

Division Clerk