

Section 27 - Forms - Closing Independent Estates

Following is a checklist of forms and documents required for the closing of independently administered estates, pursuant to §§ 473.837 and 473.840. Specific requirements are listed under the appropriate headings.

Many of these forms are available on the [court website](#). Filings must be made through the electronic filing system, pursuant to Supreme Court Rule 103 and Local Court Rule 72.3.

27.10 Judicial Closing – Section 473.837, RSMo

- (1) Request for Final Court Cost and Estimate (filed at least two weeks prior to filing final settlement) (Form 10407)
- (2) Final Settlement (Form 10559 Settlement; Form 10559A Cash Estate Ledger; and Form 10559B Non-Cash Estate Ledger, as applicable)
- (3) Vouchers (receipts supporting each disbursement – required for expenditures over \$75.00). Vouchers shall be electronically filed with the court – do not physically submit vouchers in paper form. Acceptable vouchers include, but are not limited to: copies of the original canceled checks (front and back), along with an attached certified affidavit signed by an officer of the banking institution stating that copies are the exact duplicates of the originals; copies of the original receipts; and check 21's.
- (4) Petition for an Order of Complete Settlement (required even if assets exhausted) (Form 10607)
- (5) Notice of Filing Petition for Complete Settlement of Estate and Proposed Order of Distribution and Proof of Mailed Notice (Form 10608)
- (6) Order of Distribution (same forms as supervised administration)

Form 10581	testate estate - personal property only
Form 10582	testate estate - real property only
Form 10583	testate estate - real and personal property
Form 10584	intestate estate - personal property
Form 10585	intestate estate - real property only
Form 10586	intestate estate - real and personal property
- (7) Affidavit of Publication of Notice of Filing Petition for Complete Settlement of Estate and Proposed Order of Distribution; unless Waivers of Notice (Form 10368a or 10368b) were filed by all interested parties.
- (8) Receipt of Distributee (Form 10575)*

(9) Order of Discharge (Form 10594)*

*To be filed after the order of distribution has been entered.

27.20 Non-Judicial Closing – Section 473.840, RSMo

- (1) Request for Final Court Costs Estimate (filed at least two weeks prior to filing final settlement) (Form 10407)
- (2) Statement of Account, including proposed Schedule of Distribution (Form 10606)
- (3) Notice of Filing Statement of Account and Schedule of Proposed Distribution, with Proof of Mailed Notice (Form 10605)
- (4) Affidavit of Publication of Notice of Filing Statement of Account and Schedule of Proposed Distribution, unless Waivers of Notice (Form 10368a or 10368b) were filed by all interested parties.

27.30 Personal Representative Resigned/Removed - Successor Appointed

- (1) Request for Final Court Costs Estimate (filed at least two weeks prior to filing final settlement) (Form 10407)
- (2) Final settlement (Form 10559 Settlement; Form 10559A Cash Estate Ledger; and Form 10559B Non-Cash Estate Ledger, as applicable)
- (3) Vouchers (receipts supporting each disbursement – required for expenditures over \$75.00). Vouchers shall be electronically filed with the court – do not physically submit vouchers in paper form. Acceptable vouchers include, but are not limited to: copies of the original canceled checks (front and back), along with an attached certified affidavit signed by an officer of the banking institution stating that copies are the exact duplicates of the originals; copies of the original receipts; and check 21's.
- (4) Acceptance or waiver of notice by successor (adapt Form 10330)
- (5) Order of Distribution to Successor (Form 10593)
- (6) Receipt of Successor (Form 10575)**
- (7) Order of Discharge (adapt Form 10333)**

**To be filed after the Order of Distribution has been entered.

NOTE: Letters to the successor must issue prior to approval of settlement and order of distribution. The Court will not audit the final settlement of a removed/resigned personal representative until the successor personal representative has had an opportunity to object to the settlement or unless all interested persons have waived objections or the right to file objections.

The Court will notify the successor personal representative, in writing, of the right to file objections and the time in which to do so. If no objections are filed by the successor or all objections are waived, the Court will audit the settlement. If objections are filed, the objections must be resolved before the settlement can be audited.

[END OF SECTION]