

Section 3 – Attorneys

3.10 Attorney of Record – Pleadings

The first petition or application filed on behalf of a party in connection with any proceeding in the Probate Division, *except an Application for Refusal of Letters*, must be signed by at least one attorney of record and shall also state:

- (a) The attorney’s Missouri Bar Number assigned by the Supreme Court;
- (b) Complete current address of the attorney;
- (c) The telephone and facsimile number (if available) of the attorney, and;
- (d) The email address of the attorney.

Said pleading must also contain the complete address of the nominated fiduciary, petitioner or applicant.

References: Missouri Supreme Court Rules 41.01(b) and 55.03
Local Court Rule 3.1

3.20 Change of Address

Whenever the attorney of record or the fiduciary’s address is changed, it is the attorney’s duty to advise the Court of the new address and new telephone number by letter or by a pleading titled “Change of Address” in every matter in which the attorney is serving as Attorney of Record.

The Court cannot guarantee that it will be able to update names, addresses and telephone numbers solely from information contained in a routinely filed pleading.

3.30 Withdrawal of Attorney

A Withdrawal of Attorney filed by the attorney of record in a probate proceeding shall be in accordance with Local Court Rule 21.4.

The Court will not recognize a withdrawal or change of attorney merely by the filing of a pleading containing the name and address of another attorney.

Reference: Local Court Rule 21.4

3.40 Nonresident Counsel

Appearances by nonresident attorneys are governed by Missouri Supreme Court Rule 9.

[END OF SECTION]