

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

IN THE MATTER OF

ESTATE NUMBER

Deceased.

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](http://www.16thcircuit.org) if you wish to review these before filing your case.*

**NEW ESTATE APPLICATION FOR LETTERS TESTAMENTARY CHECKLIST**

- Please file an Amended Application. See deficiencies detailed below.
- Filing fee in the amount of \$\_\_\_\_\_ must be paid.
- Application 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.
- Application for Letters has not been signed by the applicant/attorney.
- Application for Letters does not indicate if you are requesting independent or supervised administration.
- Will does not authorize independent administration, file written consents.
- Non-resident P.R. - file Designation and/or Acceptance of Resident Agent.
- Applicant is not named to act as P.R. - file refusal to qualify of named P.R.
- File renunciations of persons entitled to act as P.R. or request a hearing.
- File \$\_\_\_\_\_ Corporate Surety Bond
- Appendix A does not appear to correctly list the devisees/legatees and/or heirs-at-law. Please refer to R.S.MO. §473.017 AND §474.010 and PPM Sections 10 (if supervised) or 11 (if independent).
- MO Healthnet Disclosure (Form 10022) must be filed.
- Other: May include - filed more than one year after the date of death of the decedent. Please resolve.

Will

- Will of decedent has not been presented for probate.
- The date of death listed on the Statement as to Death and Presentment differs from the date of death listed on the Death Certificate.
- Will is not self-proving pursuant to R.S.Mo. §474.337. Please take the necessary steps to have the will admitted.
- Provide testimony of \_\_\_\_\_ witnesses.
- Commission(s) to prove Will issued \_\_\_\_\_, have not been returned.
- Other: May include - filed more than one year after the date of death of the decedent. Please resolve.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Clerk