

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

IN THE MATTER OF

ESTATE NUMBER

\_\_\_\_\_  
Deceased.

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.**

*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.*

**CHECKLIST**

**Application for Letters Testamentary**

1. Filing fee in the amount of \$\_\_\_\_\_ must be paid.
2. Insufficient filing fee has been received. Please pay additional fees in the amount of \$\_\_\_\_\_.
3. MO HealthNet Disclosure (Form 10022) or a Missouri HealthNet Release must be filed.
4. Non-resident Personal Representative - file designation and acceptance of Resident Agent. Utilize residential addresses. Corporate or law firm addresses are not acceptable for the purposes of serving as resident agent.
5. Application requests independent administration; the Will does not authorize independent administration. File written consents. (Form 10021)
6. File \$\_\_\_\_\_ corporate surety bond.
7. Applicant is not named to act as Personal Representative. File refusal to qualify of named Personal Representative.
8. File renunciations of persons entitled to act as Personal Representative or request a hearing.
9. Filed more than one year after the date of death of the decedent. Please resolve.

10. Application does not include addresses for all parties. Please inform the Court in writing as to what steps have been taken to locate the heirs/devisees.
11. Other: \_\_\_\_\_
12. Application is incomplete/insufficient. See details below and file an amended application.
- a. Application doesn't meet the signature requirements of 472.080 RSMo and/or SCR 103, due to one of more of the following:
    - The pleading doesn't contain either the graphic representation of the wet signature of the applicant, or an electronic signature of the applicant, along with the audit trail.
    - The pleading doesn't include either 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 and Supreme Court Rule 103, or a notarized signature.
  - b. Application does not include the decedent's date of death.
  - c. Application does not include the place of domicile and/or last residential address of the decedent.
  - d. Application for letters does not indicate whether you are requesting independent or supervised administration.
  - e. Application does not appear to correctly list the devisees/legatees and/or heirs-at-law. Please refer to §473.017, §474.010, and PPM Sections 10 (if supervised) or 11 (if independent).
  - f. Application indicates that the decedent was survived by one or more heir(s) who died after this decedent; personal representatives for the estates of any deceased heirs must be included as interested persons in this matter.
  - g. Application indicates that one or more of the heirs is a minor; the names and addresses of the custodial person of any minor or disabled heirs/legatees/spouse of the decedent must be included.

### **Will of Decedent**

13. The original Last Will and Testament/Codicil (physical paper document) has not yet been delivered to the Probate Department. Please forward the original to the Court.
14. Will of decedent has not been presented for probate. If you wish to present the will to be admitted to probate, please file the Statement as to Death and Presentment.
15. The date of death is missing from the Statement as to Death and Presentment.
16. The date of death listed on the Statement as to Death and Presentment differs from the date of death listed on the death certificate.
17. Will is not self-proving pursuant to §474.337. Please take the necessary steps to have the will admitted.
18. Commission(s) to Prove Will issued on \_\_\_\_\_, have not been returned.
19. The physical document provided, purporting to be the Last Will and Testament of the decedent, appears to be a copy, rather than the original. Please resolve.

- 20. For Lost Wills – File a petition to admit the lost will that clearly identifies all interested parties and their whereabouts. If the whereabouts of any parties are unknown, please file an appropriate pleading which fully complies with Supreme Court Rule 54.12(c).
- 21. Presented more than one year after the date of death of the decedent. Please resolve.
- 22. Petition/Application doesn't meet the signature requirements of 472.080 RSMo and/or SCR 103, due to one or more of the following:
  - The pleading doesn't contain either the graphic representation of the wet signature of the petitioner/applicant, or an electronic signature of the petitioner/applicant, along with the audit trail.
  - The pleading doesn't include either 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 and Supreme Court Rule 103, or a notarized signature.
- 23. Other: \_\_\_\_\_

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. For questions regarding this checklist, you may contact me at the phone number listed below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

Phone No.: