

**CIRCUIT COURT OF ST. LOUIS COUNTY
PROBATE DIVISION**

**Checklist of Requirements for
Filing and Approval of Annual Settlements
(Does Not Close Estate)**

Document Category – Settlement/Statement/Report
Document Description – Settlement – Annual

NOTE: Unless specifically stated, all documents to be filed with the court (designated in bold italics) shall be submitted as a separate document – not an attachment.

- Beginning balance matches:
 - Inventory for 1st annual
 - Prior settlement ending balance (all subsequent settlements)
 - Does not include real estate

- Receipts are all properly detailed per 473.543.

- In conservatorship estates, must account for all continuing monthly income payments unless ***proof of representative payee**** has been filed. (*Document Category – Filing – Other/Miscellaneous – Supplemental Filing – Document Description – Proof of Rep Payee*)

- All disbursements are proper and allowable.

- All sales of real estate and personal property are authorized by court order or per power in the will.

- Fees for attorney; personal representative; or conservator are:
 - Court allowed
 - Within statutory amounts.

- Copy of ***closing statement filed for sale of real estate***. (*Document Category – Filing – Other/Miscellaneous – Supplemental Filing – Document Description – Real Estate Closing Statement*)

- Vouchers*** filed for each disbursement in excess of \$75.00 or as required by Court:
 - Bills stamped “paid” by service provider
 - Bills and copies of cancelled checks or equivalent information on bank statements
 - Shall be submitted as an **attachment** to the settlement; numbered and in consecutive order consistent with the listing of disbursements on the settlement. See Local Court Rule 72.3.

- Bond premium** – submitted as **attachment** to the settlement:
 - Proof paid** for the settlement period
 - Proof** nothing is due.
- Settlement is properly totaled and mathematically correct.
- Recapitulation of assets is itemized. Total recap must match math totals and assets must be verified in conservator estates (See 475.275).
- Settlement is signed by personal representative or conservator under oath or before a notary. See Local Court Rule 72.2, Item g, Re: Verified Documents and Affidavits.
- VA Waiver*** filed if VA benefits received. *(*Document Category – Waiver of*)
- If estate is bonded, provide current values for anything with a fluctuating value (stocks, bond, etc.). Court will calculate bond sufficiency and then order an increase or decrease if necessary.

The following Settlement document is a fillable, auto-calculating form. In order to make use of the auto-calculating feature and save the data entered you must open the form in Adobe Acrobat 8.0 or higher. If you have any questions, please contact the Auditing Department of the Probate Division.

Probate Form No. Z1

ITEMIZATION

1. CORPORATE STOCKS:

Name	No. of Shares
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STOCKS TOTAL CASH VALUE \$ _____

2. BANK ACCOUNTS, INSURANCE POLICIES

Name	Policy/Account No.	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

ACCOUNT/POLICY TOTAL VALUE \$ _____

ALL PERSONAL PROPERTY INCLUDING VEHICLES:

Year	Make	Model	VIN No	Value
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Name	Description	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL VALUE \$ _____

MORTGAGES, BONDS, NOTES, OTHER EVIDENCES OF DEBT:

Name	Description	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TOTAL VALUE \$ _____

RECAPITULATION

Furniture, household goods, wearing apparel	\$	
Corporate stocks, per schedule attached	\$	
Mortgages, bonds, notes, other evidences of debt, Per schedule attached	\$	
Bank accounts, insurance policies payable to personal representative, per schedule attached	\$	
All personal property, including proportionate share In any partnership	\$	
Total Value Personal Property	\$	

NOTE: If any category does not remain exactly as inventoried, but is changed by any transaction reported herein, such category must be itemized on an attached schedule (i.e., bank accounts, corporate stocks sold, distributed or received by stock split, etc.)

The personal representative(s)/conservator(s) of this estate state(s) that the foregoing is made under oath or affirmation and its representations are true and correct to the best of _____ knowledge and belief, subject to the penalties of making a false affidavit or declaration. Signed this _____ day of _____, _____.

Attorney's Signature

Attorney's Name (Typed) and MBE #

Street Address

City State Zip Code

Telephone No.

E-Mail Address

Current Address of Protectee

City State Zip Code

Pers. Rep./Conservator's Signature

Pers. Rep./Conservator's Name (Typed)

Street Address

City State Zip Code

Pers. Rep./Conservator's Signature

Pers. Rep./Conservator's Name (Typed)

Street Address

City State Zip Code

REQUIREMENTS

Each settlement filed shall state period for which it is made, and among other things, shall contain a just and true account of all assts collected, the date when collected, from whom collected and on what account collected.

Also, the date and amount of each expenditure or distribution must be supported by proper vouchers or receipts executed by the person to whom the disbursement was made.