

General Information for Conservatorship of Minor Probate Form No. G12

When a minor living in Missouri has assets exceeding \$10,000 in his or her sole name, a conservatorship may be necessary. This packet assists with establishing a Conservatorship for the minor. It is vital that a Conservator be represented at all times until the assets are depleted or the minor turns eighteen and the court approves the distribution of funds to the minor. A conservatorship is subject to ongoing reporting to the Court along with requesting court permission prior to expending any of the minor's assets.

If the minor's assets are less than \$10,000 a Petition to Dispense with Conservatorship may be appropriate.

<https://stlcourtscourts.com/forms/probate-forms/petition-to-dispense-with-conservatorship-of-minor-packet/>

The Petition and most exhibits, except for the Exhibit A- Financial Statement, can be filed as one document. Exhibit A, the birth certificate and any death certificates must be filed as separate documents in order to comply with Court Operating Rule 2. Any reports from the various organizations on the Caregivers Background Screening and the Credit History report must be filed as separate documents.

Filing of a Petition for Appointment of a Conservator of a Minor **cannot** be done pro se (without an attorney). Any person(s) wishing to be appointed conservator must be represented by an attorney pursuant to section 473.153.7 RSMo and section 475.020 RSMo.

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You may click on the underlined text below to take you to each of the forms.

1. [Checklist of Requirements to File and Hear a Petition for Appointment of Conservator of Minor](#)
Used as a guideline for all requirements to file and be ready for hearing on a Petition for Appointment of Conservator of Minor.
2. [Petition for Appointment of Conservator of a Minor.](#)
The petitioner(s) should complete this form with the requested information as best they can. If there are areas that they cannot complete or not applicable, they should provide an explanation as to their efforts to get this information or put N/A. Do no leave any question blank.
NOTE: A copy (does not need to be a certified copy) of the child's birth certificate must be filed with this packet.
3. [Exhibit A – Financial Statement](#)
This form provides the court with the kinds of assets the minor has along with any income the minor receives. Please list who the payee is for the Social Security and Supplemental Security Income. If the minor owns any real estate in Missouri or any other state, list the address of the real estate and its value. The financial statement must be filed separately as a financial document.
4. [Exhibit B – Minor – Interested Persons.](#)
This form provides the court with information on certain people relating to the minor and is required by law.
5. [Exhibit C – Minor – Consent to Appointment](#)
The petitioner(s) must complete this form with the required information. By signing this form, he/she/they consent to serve as the conservator of the minor.
6. [Exhibit D - Designation of Resident Agent/Acceptance of Appointment of Resident Agent](#)
If the petitioner(s) live in Missouri, then this form is not needed and can be left out when e-filing the petition and exhibits. Petitioners not residing in Missouri must designate a Missouri resident as their agent for service. The designee must complete and sign the acceptance portion of the form.
7. [Exhibit E – Selection of Conservator by Minor and Waiver of Service](#)
If the minor is fourteen (14) or older complete this form. By completing this form, the minor waives service of the petition and indicates his/her choice of the person to be appointed as conservator.

8. Exhibit F – Parent’s Waiver of Right to Be Appointed Conservator

This form must be completed by both parents if someone other than the parents is being appointed; if only one (1) parent is being appointed, the other parent must complete this form.

9. Background Screening. <https://health.mo.gov/safety/fcsr/>

Must be completed at Petitioner’s own expense for anyone asking to be appointed conservator and all members of the petitioner(s)’ household who are eighteen. The court may require additional background checks if the Petitioner is not a resident of the state of Missouri.

10. Credit History – **informational purpose only**. No form available.

Must be completed at petitioner(s) own expense for anyone asking to be appointed conservator other than the minor’s spouse, parents, children or siblings over the age of 18 and the Public Administrator.

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

**Checklist of Requirements to File and Hear a
Petition for Appointment of Conservator of Minor**

Case Category – Probate Guardianship/Conservatorship-Adult/Minor

Case Type – Conservatorship – Minor

Style of Case –JIMMY DOE, MINOR

NOTE: Local Court Rule 3.2 mandates all electronically filed pleadings must be typewritten. Local Court Rule 72.2 governs specific requirements for electronic filing in the Probate Division. Documents shown bold and italicized should be filed as separate documents.

COURT FORMS:

- ☐ 1. ***Petition for Appointment of Conservator of Minor*** with following exhibits attached. If multiple minors, must file a **separate** petition and exhibits for each minor.
(Document Category - Application for Letters)
 - ☐ Exhibit B – Minor
 - ☐ Exhibit C – Minor – Consent to Appointment
 - ☐ Exhibit D – Designation of Resident Agent/Acceptance of Appointment of Resident Agent
 - ☐ Exhibit E – Selection of Conservator by Minor and Waiver of Service if applicable. See instructions.
 - ☐ Exhibit F – Parent’s Waiver of Right to be Appointed Conservator
- ☐ 2. ***Exhibit A- Financial Statement.*** (Document Category - Filing – Other/Miscellaneous, Document Type – Financial Documents)
- ☐ 3. ***Confidential Case Filing Information Sheet.***

ADDITIONAL DOCUMENTS:

- ☐ 1. ***Background Check and/or Credit History Report.*** See instructions. (Document Category – Filing – Other/Miscellaneous) Available online at the following link:
<https://health.mo.gov/safety/fcsr/>
- ☐ 2. Copy of ***Child’s Birth Certificate.*** (Document Category – Certificate of- Document Type - Birth)
- ☐ 3. Copy of ***Death Certificate*** if one or both parents are deceased. (Document Category – Certificate of- Document Type - Death)
- ☐ 4. ***Corporate Surety Bond (Conservatorship).*** See instructions. (Document Category – Filing – Other/Miscellaneous – Surety Bond)
- ☐ 5. ***Letter from bonding company.*** (Document Category – Other Miscellaneous – Correspondence)

INSTRUCTIONS:

- ☐ 1. Party information must be entered into e-filing system with full social security numbers and birth dates.
- ☐ 2. Fill in all blanks and check boxes on all forms. If not applicable, please indicate by using N/A.
- ☐ 4. If requesting co-conservators, Exhibit C – Minor - Consent to Appointment must be filed for all persons asking to be appointed.
- ☐ 5. Requesting appointment of Public Administrator (“PA”)–
 - ☐ Copy of petition and any accompanying documents including exhibits must be sent to PA.
 - ☐ Notice of the date and time of the proceeding must be sent to PA.
 - ☐ PA has the opportunity to attend and participate in the hearing, including right to cross-examine and offer witnesses and evidence.
 - ☐ PA may waive notice and the opportunity to participate.
- ☐ 6. Background Checks –
 - ☐ Must be completed at petitioner(s) own expense for anyone asking to be appointed conservator other than minor’s spouse, parents, children or siblings over the age of 18 and Public Administrator.
 - ☐ Family Care Safety Registry (<https://health.mo.gov/safety/fcsr/>) must be completed for each petitioner and anyone over the age of 18 living in the household.
 - ☐ Must be completed at petitioners’ own expense for anyone asking to be appointed guardian and all members of the petitioner(s)’ household who are 18. The Court may require additional background checks if the petitioner is not a resident of the state of Missouri.
 - ☐ Report must be filed at least 10 days prior to hearing.
- ☐ 7. Credit History –
 - ☐ Must be completed at petitioner(s) own expense for anyone asking to be appointed conservator other than minor’s spouse, parents, children or siblings over the age of 18 and Public Administrator.
 - ☐ Report must be filed at least 10 days prior to hearing
- ☐ 8. Bond:
 - ☐ Must file one or the other prior to hearing:
 - ☐ Letter from bonding company verifying petitioner’s ability to qualify for bond.
 - ☐ Corporate Surety Bond (Conservatorship) in an amount to be determined by the Issue Department prior to the hearing.
 - ☐ Conservator bond requires Acknowledgment of Principal; Acknowledgment of Surety; and Power of Attorney for Attorney in Fact to be attached.
- ☐ 9. Must have all required forms before the petition will be set for hearing, if needed.
- ☐ 10. If minor is over the age of 14, they must complete a Selection of Conservator by Minor and Waiver of Service.
- ☐ 11. If only one parent is petitioning to be appointed as conservator, the remaining parent must complete a Parent’s Waiver of Right to be Appointed Conservator. If the remaining parent will not sign the waiver, then the matter must be set for hearing.

FILING FEES:

- ☐ 1. If petitioning for appointment of multiple minors, only 1 filing fee is required. The costs are waived for the others.
- ☐ 2. Depending on the situation, an Issue Clerk can advise you of the required filing fee and if any additional costs are required for service.
 - ☐ \$100.50
 - ☐ Personal Service by St. Louis County Sheriff –
 - ☐ \$36.00 per person to be served

HEARING READINESS:

- ☐ 1. Type of Service –
 - ☐ Personal service on parents, unless waived –
 - ☐ Service by Sheriff
 - ☐ Service by Special Process Server
 - ☐ Publication
 - ☐ Personal service on minor if over 14, unless waived –
 - ☐ Service by Sheriff
 - ☐ Service by Special Process Server
- ☐ 2. Service Packet –
 - ☐ Service documents printed from Case.Net. See Service Instructions under Probate Forms on the court's website – <https://stlcourtscourts.com/courts-departments/probate-court/probate-fees-and-estate-charges/> to assemble service packet.
 - ☐ Service packet must be delivered to appropriate Sheriff or Process Server
- ☐ 3. Proof of Service –
 - ☐ Return of Service on parents and/or minor
 - ☐ Non-Est service – must file memo requesting issuance of Alias Summons
 - ☐ Service by St. Louis County Sheriff requires additional \$36.00 fee.
 - ☐ Service by Special Process Server
 - ☐ Affidavit of Publication.
- ☐ 4. If the requirements for service have not been met, you will need to request a new hearing date. Contact the clerk for the assigned judicial officer to obtain the new hearing date.

CONFIDENTIAL CASE FILING INFORMATION SHEET – PROBATE
21ST JUDICIAL CIRCUIT, ST. LOUIS COUNTY, MISSOURI

INSTRUCTIONS:

- ✓ Complete this form for all parties known at the time of filing. Place a check in the box next to the appropriate Case Type and Party Type. If additional space is needed, complete additional Confidential Case Filing Information Sheets.

NOTE: Name; addresses; DOB; and Social Security Number should be listed for all parties on the case including Petitioner(s), Parents of Minor, and Minor. The **full** Social Security Number (SSN) is **required** pursuant to Missouri Supreme Court Operating Rule 4.07 for each party in the case that is reasonably available. This is a confidential document. This information is needed to open a case in the court's case management system. While cases deemed public under Missouri statutes can be accessed through Case.net, the day and month of birth, SSN, and confidential addresses are NOT provided to the public through Case.net.

In the Matter of:

Name of Minor: _____

CONSERVATOR– MINOR: PO – Conservatorship – Minor;

Party Type Code: ☐ Minor; ☐ Petitioner; ☐ Mother; ☐ Father; ☐ Interested Party; ☐ Designated Resident Agent;

Name (if a person): (Last) _____ (First) _____ (Middle) _____

Organization (if non-person): _____

Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

DOB _____ DOD: _____ Gender: ☐ Male ☐ Female SSN: _____

Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Party Type Code: ☐ Minor; ☐ Petitioner; ☐ Mother; ☐ Father; ☐ Interested Party; ☐ Designated Resident Agent;

Name (if a person): (Last) _____ (First) _____ (Middle) _____

Organization (if non-person): _____

Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

DOB _____ DOD: _____ Gender: ☐ Male ☐ Female SSN: _____

Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Party Type Code: ☐ Minor; ☐ Petitioner; ☐ Mother; ☐ Father; ☐ Interested Party; ☐ Designated Resident Agent;

Name (if a person): (Last) _____ (First) _____ (Middle) _____

Organization (if non-person): _____

Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

DOB _____ DOD: _____ Gender: ☐ Male ☐ Female SSN: _____

Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

PETITION FOR APPOINTMENT OF A CONSERVATOR OF MINOR

Come(s) now _____
(use full name(s) of person(s) requesting conservatorship)

of full age, and state that he / she / they wish to be appointed as conservator(s) of the following child who is domiciled in
☐ St. Louis County ☐ Other _____
(list county where domiciled)

Full Name of Child _____ Date of Birth _____

Present residence address: _____

How long has the minor lived at this address? _____ years and _____ months.

The reasons why the appointment of a conservator(s) is sought are: _____

Petitioner(s) other than the minor's spouse, parents, children and siblings over the age of 18, are required to submit at their own expense to a background screening and a credit history investigation. – Family Care Safety Registry
(<https://health.mo.gov/safety/fcsr/>)

Birth Certificate - Copy of minor's birth certificate must be submitted.

Exhibit A – Financial Statement

List the nature, extent and estimated value of the minor's assets located in or the major part thereof is located in St. Louis County, State of Missouri, and any assets located outside the State of Missouri as far as is known to petitioner(s).

Exhibit B – Minor – Interested Parties

List information regarding minor's parents; spouse; living children; the person having custody or who claims to have custody of the minor; any guardian or conservator appointed in Missouri or any other state; any other persons petitioner is already guardian and/or conservator; and trust information.

Exhibit C – Minor - Consent to Appointment

Consent of the proposed conservator(s) to act if appointed. If co-conservators are asking to be appointed, this form required for all proposed conservators.

Exhibit D – Designation of Resident Agent and Acceptance of Appointment of Resident Agent –

The proposed conservator(s) designation of resident agent and the agent's consent to act if the proposed conservator(s) is/are a non-resident of Missouri.

Exhibit E - Selection of Conservator by Minor and Waiver of Service –

When minor is over the age of 14 he/she must complete the Selection of Conservator by Minor and Waiver of Service.

Exhibit F - Parent's Waiver of Right to Be Appointed Conservator -

If only one parent is being appointed as conservator, the Parent's Waiver of Right to Be Appointed Conservator must be completed by the remaining parent.

WHEREFORE, petitioner(s) pray(s) that _____,
the _____ of said minor be appointed conservator(s) of the estate of said minor, under supervision of the Court, and requests that letters of conservatorship issue to the above named person(s).

The undersigned swears that the matters set forth are true and correct to the best knowledge and belief of the undersigned, subject to the penalties of making a false affidavit or declaration.

* All exhibits attached hereto and the attached Financial Statement are incorporated by reference herein and shall be under the aforestated oath or affirmation.

Petitioner's Signature

Petitioner's Name (Typed)

Street Address

City, State, Zip

Petitioner's Email

Attorney's Signature

Attorney's Name & Bar Number (Typed)

Street Address

City, State, Zip

Phone Number with Area Code

E-mail Address

Co-Petitioner's Signature

Co-Petitioner's Name (Typed)

Street Address

City, State, Zip

Co-Petitioner's Email



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

**FINANCIAL STATEMENT
(Assets of the Minor only)**

PERSONAL PROPERTY:

Name of Bank	Type of Account (Checking, Savings, CD) with last 4 digits of the account#	Current Value of Account
		\$
		\$
		\$
Name of Financial Institution	Type of Account (Brokerage, 401(k), IRA, etc.)) with last 4 digits of the account#	Current Value of Account
		\$
		\$
List All Vehicles – Year, Make, Model and VIN For value use NADA Average Trade-in Value		Value of Vehicle
		\$
		\$
Other		Value of Personal Property
		\$
		\$
	Total Personal Property	

MONTHLY INCOME:

Social Security (SSI & SSDI)	\$
Name of Representative Payee	
Veterans Benefits	\$
Name of Representative Payee	
Pension	\$
Source of Pension	
	\$
Interest and Dividends	\$
Other Income	\$
Source of Other Income	
Total Monthly Income	

REAL PROPERTY – MISSOURI AND OUT OF STATE:

(List location by address and value)

	\$
	\$
	\$

Petitioner's Signature

Co-Petitioner's Signature



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

**EXHIBIT B – MINOR
Interested Persons**

TRUSTS:

Is there a trust where the minor is the grantor, qualified beneficiary or trustee or co-trustee? ☐ Yes ☐ No

If so, the purpose of the trust is: _____
and the name(s) and address(es) of the presently acting trustee(s) is/are:

Name: _____

Address: _____

Name: _____

Address: _____

PARENTS:

If parent is deceased, please submit copy of his/her death certificate.

Mother: _____ ☐ Deceased Date of Death: _____

Address: _____

Father: _____ ☐ Deceased Date of Death: _____

Address: _____

SPOUSE:

Is the minor married? ☐ Yes ☐ No If so, please list below:

Name: _____

Address: _____

CHILDREN:

Name: _____ Age: _____

Address: _____

Name: _____ Age: _____

Address: _____

Name: _____ Age: _____

Address: _____

GUARDIAN and/or CONSERVATOR:

Has a guardian and/or conservator for the minor been appointed by a court? ☐ Yes ☐ No If so, please list below:

Name: _____

Address: _____

CUSTODY OF:

Who has custody or claims to have custody of the minor? Please list below:

Name: _____

Address: _____

Name: _____

Address: _____

GUARDIAN and/or CONSERVATOR OF:

Has petitioner(s) been appointed by a court as guardian and/or conservator of any other persons? ☐ Yes ☐ No If so, please list below:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

(Attach additional sheets if necessary)



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

EXHIBIT C
CONSENT TO APPOINTMENT

The undersigned hereby consents to serve as ☐ conservator ☐ co-conservator of the above named minor if appointed by the Court and in support thereof states:

1. The undersigned has never pled guilty to nor been convicted of a felony or a memo of explanation is attached hereto.
2. The undersigned's spouse is: _____
3. The undersigned's address and telephone number are listed below.
4. The name and address of undersigned's employer is: _____
Address: _____ Telephone No.: _____
5. The following three (3) listed persons (who are not members of your household) will know the whereabouts of the undersigned:

Name: _____ Telephone No.: _____

Address: _____

Name: _____ Telephone No.: _____

Address: _____

Name: _____ Telephone No.: _____

Address: _____

The undersigned swears that the matters set forth are true and correct to the best knowledge and belief of the undersigned, subject to the penalties of making a false affidavit or declaration.

Petitioner's Signature

Co-Petitioner's Signature



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

EXHIBIT D – DESIGNATION OF RESIDENT AGENT

I, _____, residing at _____,
City of _____, State of _____, desiring to serve
as conservator/co-conservator of the above named minor, pursuant to Section 475.055 RSMo, hereby
appoint _____ my agent for service of process
upon me within the State of Missouri, concerning said matter.

Petitioner's Signature

Co-Petitioner's Signature

ACCEPTANCE OF APPOINTMENT AS RESIDENT AGENT

I, _____, residing at _____,
in _____, Missouri, telephone number _____,
having been appointed, pursuant to Section 475.055 RSMo, to act as agent for service of process on and
receipt of notice to _____ within the State of Missouri, concerning the
above matter, hereby acknowledge such appointment and consent to act as such agent and I will accept all
service of process brought against _____, within the State of Missouri.

The undersigned swears that the matters set forth in the foregoing document are true and correct to
the best knowledge and belief of the undersigned, subject to the penalties of making a false affidavit or
declaration.

Dated: _____

Resident Agent



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

**EXHIBIT E
SELECTION OF CONSERVATOR BY MINOR
AND WAIVER OF SERVICE**

The undersigned minor, over 14 years of age, acknowledges receipt of a copy of the petition for appointment of
a conservator, waives service thereof, and hereby requests that _____ be appointed as
my conservator.

Date

Minor's Signature

NAME OF MINOR



IN THE PROBATE DIVISION, CIRCUIT COURT, SAINT LOUIS COUNTY, MISSOURI

In the Matter of:

Minor.

**EXHIBIT F
PARENT'S WAIVER OF RIGHT TO
BE APPOINTED CONSERVATOR**

I, _____, the undersigned ☐ mother ☐ father of
_____, minor, hereby waive my right to be appointed conservator
of the estate of said minor, and hereby request the appointment of _____ as such
conservator.

Date

Parent's Signature

Parent's Name (Typed)