

General Information for Filing a
Petition for Probate of Will
Rev. 07-2022
Probate Form: D11

This packet is filed when requesting to admit a Last Will & Testament to probate.

If requesting to file a will without admitting it to probate, [click here](#) (Will filed Only).

If requesting to administer assets with a value less than \$40,000 along with admission of the will, [click here](#) (Small Estates with Will Packet).

If requesting to administer assets with a value of \$40,000 or more along with the admission of the will, [click here](#) (Petition for Letters Testamentary Packet).

Table of Contents

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

1. [Checklist of Requirements to File a Petition for Probate of Will](#)

Used as a guideline for all requirements to file an Application for Probate of Will.

2. [Petition for Probate of Will](#)

This form may be completed by the petitioner and attorney or just the attorney for petitioner. It should be completed with the requested information as best they can. If there are areas that are not applicable, put N/A. Do not leave any question blank.

3. [Commission Request](#)

This form should be used when requesting Commissions to issue for will witnesses. There is an additional fee for this – see Checklist.

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

**Checklist of Requirements to File a Petition for Probate of Will
(Not Asking for Letters Testamentary or Affidavit for Collection of Small Estate)**

**Case Category – Probate Decedent Estates
Case Type – Will Admitted or Rejected**

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 in bold italics should be filed as separate documents.

COURT FORMS:

- 1. ***Petition to Admit Will to Probate.*** (Document Category – Petition to/for)
- 2. ***Commission Request – if applicable. See instructions.*** (Document Category – Request for/to – Request (other))

ADDITIONAL DOCUMENTS:

- 1. E-filed copy of the ***Will*** (Document Category – Filing – Other/Miscellaneous)
- 2. Copy of ***Death Certificate*** to verify date of death and jurisdiction. (Document Category – Certificate of)

INSTRUCTIONS:

- 1. If requesting issuance of Letters Testamentary or a Small Estate Affidavit, **STOP!** See Checklist of Requirements to File a Petition for Letters Testamentary or Small Estate with Will.
- 2. Party information for all parties must be entered into e-filing system. This includes the decedent, and surviving spouse **with full social security numbers and birth dates**.
- 3. Fill in **all blanks** and **check boxes** on all forms. If not applicable, please indicate by using N/A.
- 4. Must be filed within 1 year of date of death of DECEDENT.
- 5. Original Will must be delivered to the court within 48 business hours. If original Will is lost, must file a separate Petition to Admit Lost Will.
- 6. Commissions –
 - If will is not self-proving and witnesses cannot come into the court to prove the will.
 - File a ***Commission Request***
 - Fees – see link below for applicable fees.

FILING FEES:

- Click hyperlink for most recent fees.
<https://stlcourtscourts.com/courts-departments/probate-court/probate-fees-and-estate-charges/>



IN THE CIRCUIT COURT OF SAINT LOUIS COUNTY
STATE OF MISSOURI
PROBATE DIVISION



In the matter of

_____ Decedent

PETITION FOR PROBATE OF WILL

The undersigned states that _____, who resided at _____, died on _____

Street Address City State Zip Code
and was domiciled in St. Louis County at the time of death.

That decedent left an instrument purporting to be his her Last Will and Testament dated _____, and Codicil to said Last Will and Testament dated _____.

The decedent's will is is not self-proving per 474.337 RSMo. If self-proving, undersigned asks that it be admitted as self-proving.

At death decedent was single married widowed – spouse date of death _____ divorced. The surviving spouse is _____ who resides at _____.

If instrument(s) is not self-proving, the subscribing witnesses to said instrument(s) are: _____.

WHEREFORE, petitioner prays the court consider said instrument(s) in writing to be duly proved, admitted to probate, certified and recorded as the last will and testament of the decedent.

The foregoing is made on this _____ day of _____, _____, under oath or affirmation and its representations are true and correct to the best of petitioner's knowledge and belief subject to the penalties of making a false affidavit or declaration.

Attorney's Signature

Attorney's Name (Typed)

Street Address

City State Zip Code

Telephone No. Bar No.

E-Mail Address

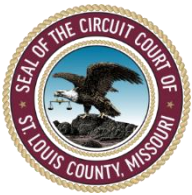
Applicant's Signature

Applicant's Name (Typed)

Street Address

City State Zip Code

Telephone No.



IN THE CIRCUIT COURT OF SAINT LOUIS COUNTY
STATE OF MISSOURI
PROBATE DIVISION



IN THE PROBATE DIVISION, CIRCUIT COURT, ST. LOUIS COUNTY, MISSOURI

Estate of

_____ No. _____
Deceased

COMMISSION REQUEST

The undersigned hereby requests that a commission be issued to the following persons:

*PLEASE NOTE: If the witness is to prove anyone other than their own signature, you must indicate the name of the witness they are familiar with.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Reason for Commission(s):

Attorney's Signature: _____

Address: _____

Phone: _____

E-mail: _____

Bar No. _____