

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

**Checklist of Documents Required to File a
Petition to Require Administration**

**Case Category – Probate – Decedent Estates
Case Type – Required Administration**

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.

- 1. Must be filed within 1 year of date of death of DECEASED.
- 2. Party Information for all parties including spouse, heirs and legatees entered with full social security numbers, birth dates, and date of death.
- 3. Copy of ***Death Certificate***. (*Document Category – Certificate of*)
- 4. ***Petition*** containing requirements of 473.020.2 RSMo: (*Document Category – Petition to/for*)
 - Addresses of all heirs
 - Description of alleged asset.
- 5. ***Claim and affidavit**** to support claim (*Document Category – Filing – Other/Miscellaneous*)
**(Document Category – Affidavit for/in/of)*
- 6. Filing fee in the amount of \$155.50.

Revised 01/2021