

General Information for Completing an Application of  
Unmarried Minor Child(ren) for Refusal of Letters  
Rev. 06-2023  
Probate Form No. D3

Please read the attached instructions carefully to determine if the Application of Unmarried Minor Child(ren) for Refusal of Letters is the document needed for your client's situation.

This form should be used when the applicant meets the following criteria:

1. Applicant is the parent, guardian, conservator, or custodian of an unmarried minor child of the deceased person;
2. The deceased person was not married at the time of death;
3. The deceased person lived in St. Louis County at the time of death;
4. The value of the property in the deceased person's sole name without a living beneficiary is less than \$8,000.00 for each minor child.
5. There are no other minor children of the deceased person of which the applicant is not the parent, guardian, conservator, or custodian OR consent of the parent/guardian of the other minor children is attached.

The typical processing time for this matter is 60 days. If you need your application processed on a more expedited basis, you may file a motion to expedite.

Additional certified copies of the Order can be purchased – they are \$2.50 each. If you are filing this packet without an attorney, you will also need to follow all requirements regarding redaction certification found at <https://www.courts.mo.gov/file.jsp?id=195253>.

If you have questions, please visit our website at <https://stlcourtscourts.com/courts-departments/probate-court/> and click on Refusal of Letters. Most questions can be answered via our website or by reviewing RSMo. § 473.090

## Table of Contents

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

1. [Instructions for Completing Application of Unmarried Minor Child\(ren\) for Refusal of Letters](#). This document provides instructions to determine if this is the proper proceeding, how to complete the Application along with what types of property was owned by the decedent and what documentation is needed to support the assets and values.
2. [Confidential Filing Information Sheet](#). Pursuant to Missouri Supreme Court Rule 4, this form must be completed with the information requested. It must contain Applicant's full social security numbers and date of birth.
3. [Application of Unmarried Minor Child\(ren\) for Refusal of Letters](#). You should complete this form with the requested information. Do not leave any question blank.
4. [Exhibit A](#) – This form should contain the financial information of the Decedent's assets which the Applicant is requesting to be transferred.
5. [Application to Amend Order Refusing Letters \(Surviving Spouse/Unmarried Minor Child\(ren\)/Creditor\)](#)  
The form should be used to file for an Amended Order for any type of Refusal of Letters.
6. [Exhibit A](#) – This form should contain the financial information of the Decedent's assets which the Applicant is requesting to be transferred.

**NOTE: A copy (does not need to be a certified copy) of the decedent's death certificate must be filed with the application.**

## Instructions for Completing Application of Unmarried Minor Child(ren) for Refusal of Letters

The following are circumstances when this type of proceeding can be used. If all of these do not apply to Applicant, it may be necessary to complete an Application of Creditor for Refusal of Letters or another type of Petition.

1. The deceased person lived in St. Louis County at the time of his or her death.
2. All children of the deceased person under the age of eighteen must also be Applicant's children or a consent by the minor child's parent/guardian must be attached.

### Confidential Filing Information Sheet:

1. Pursuant to Missouri Supreme Court Rule 4, this form must be completed with all of Applicant's, Unmarried Minor Child's, and Decedent's information. **It must contain everyone's full social security number and date of birth.**

### Completing the Application:

1. Complete the information on the application including the Decedent's name, residence at the time of death, date of death, and the names of all unmarried minor children
2. **Total \$** - type or print the total value of all of the deceased person's assets.
3. List the names of any children of the decedent under the age of eighteen.
4. Applicant (and attorney) sign the application. While an attorney is not required for this application, it is encouraged.
5. Type or print your name and requested information in the spaces provided.
6. **Exhibit A - Description of Property and Value:** In this section, type or print a list of the assets of the deceased person and the current value of each asset.
7. Documentation of all assets and values. See the list of **Documents Required** shown below.

### Property Owned by Decedent:

- ☐ Vehicles: Automobiles; Trucks; Tractors; Boats; Motors; Trailers: Motorcycles: Mobile Homes - Include the year; make and model; the Vehicle Identification Number; loan information including the balance due; appraised value using KBB.com or NADA.com.
- ☐ Bank/Credit Union/Investment Accounts: Checking; Savings; Certificates of Deposits; Investments, and Retirement Accounts. Include the bank (or financial institution) name, last four digits of the account or certificate number; the current balance of each account type.
- ☐ Checks: Pay Checks; Vacation Pay; Dividend Checks; & Refunds Checks; etc. Include the check number; date of the check; who the check is from; and the amount of the check.
- ☐ Safe Deposit Box: Include the name of the bank; the address of the branch; the box number; and inventory and value of the contents according to the appraisal.
- ☐ Insurance Policies without a living beneficiary or which name the estate as the beneficiary: Include the name of the insurance company; the last four digits of the policy number; the face value of the policy; and the cash surrender value (if transferring ownership due to the insured being someone other than the deceased person).
- ☐ Real Estate: Include a full description of the real estate as shown on the deed; the address of the property; if there is a mortgage include the name and address of the mortgage company and the loan amount.

## Documents Required:

1. Copy of the deceased person's death certificate showing the deceased person lived in St. Louis County at the time of his or her death.
2. Copies of the Certificate of Title for any titled vehicles – must include the Vehicle Identification Number.
3. Documentation to support the value of the vehicle – loan statement; print out from KBB.com or NADA.com using the Average Trade-In; current offer of purchase from a car dealer on dealer letterhead.
4. Copies of the most current statement for bank, credit union, certificates of deposit, or investment accounts.
5. Copies of the checks.
6. For safe deposit boxes: an inventory or listing of the contents; and appraisal of the contents.
7. Copies of the life insurance policies; and if the beneficiary has died before the deceased person, a copy of the death certificate for the pre-deceased beneficiary.
8. Print-out from the county assessor's office of the appraised value of the real estate, a broker's price opinion, or an appraisal of the real estate.

## Cost:

- a. The filing fee for a Minor Refusal is \$75.50.
- b. If you require more than 1 copy of the order, the cost is \$2.50 for each additional copy.

Upon approval of your application (typically within sixty to ninety days), a certified copy of the Order of Refusal of Letters to Unmarried Minor Child(ren) will be mailed to you. If you have requested additional certified copies, they will be included also.

## Filing Instructions

Case Category – Probate – Decedent Estates

Case Type – Refusal of Letters – Unmarried Minor Child(ren)

***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

***Application for Refusal of Letters for Unmarried Minor Children.*** (Document Category – Application for Letters Document Type – Minor)

***Exhibit A*** – (Document Category – Miscellaneous/Other Document Type – Financial Documents)

## Additional Documents

Copy of ***Death Certificate*** to verify date of death and jurisdiction. (Document Category – Certificate of Document Type - Death)

***Supporting Documentation as set out in instructions.*** (Document Category – Settlement/Statement/Report – Verification of Assets)

**CONFIDENTIAL CASE FILING INFORMATION SHEET – REFUSALS**  
**PROBATE DIVISION, ST. LOUIS COUNTY MISSOURI**

**INSTRUCTIONS:**

**NOTE:** Your Name; address; DOB; and Social Security Number must be listed in order to process your Court Order. The **full** Social Security Number (SSN) is ***required*** pursuant to Missouri Supreme Court Operating Rule 4.07. This is a confidential document. This information is needed to open a case in the court's case management system. This information is not deemed public under Missouri statutes so it cannot be accessed through Case.net.

**In the Matter of:** \_\_\_\_\_

**Applicant**

Applicant's Name:

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

**Decedent**

Decedent's Name:

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Death: \_\_\_\_\_

**Minor**

Minor's Name:

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_



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

In the Matter of: \_\_\_\_\_  
Deceased.

**Application of Unmarried Minor Child(ren) for Refusal of Letters**

Applicant states that Applicant is the ☐ parent ☐ conservator of the estate ☐ court appointed guardian ☐  
custodian of \_\_\_\_\_, unmarried minor child(ren) of the  
Decedent who died on \_\_\_\_\_, residing at  
\_\_\_\_\_, survived by the above named minor  
child(ren), no surviving spouse, and no other unmarried minor children. Decedent left property, in this State, the  
value of which, less liens and encumbrances, is not greater in amount than that is allowed by law as exempt  
property and maintenance of said Unmarried Minor Child(ren) for one year after the death of Decedent, which  
said estate consists solely of the property as described in Exhibit A.

**Wherefore**, Applicant prays that the court order that no letters be granted on said estate in the amount of  
\$ \_\_\_\_\_, unless on the application of creditors or other interested parties, the existence of other or further  
property is shown.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Applicant's Name (Typed or Printed)

\_\_\_\_\_  
Attorney's Name, Bar #

\_\_\_\_\_  
Attorney's Email Address



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

In the Matter of:  
Deceased.

**Exhibit A**

Description of Property	Value
<u>Real Property</u>	
<u>Personal Property</u>	
TOTAL: \$ _____	



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

In the Matter of:  
Deceased.

**Application to Amend Order Refusing Letters**  
(Unmarried Minor Child(ren)/Unmarried Minor Child(ren)/Creditor)

Applicant, \_\_\_\_\_, ☐ Unmarried Minor Child(ren) ☐ on behalf of \_\_\_\_\_, unmarried minor child(ren) ☐ creditor of the Decedent, first being duly sworn, states that on \_\_\_\_\_ (original order date) an order(s) of this court was entered refusing letters on the estate of said Decedent, which estate was then represented by Applicant to consist of property of value described in the previous order(s). Applicant further states that thereafter additional assets of said estate were discovered and are listed in Exhibit A.

☐ (for spouses and unmarried minors) The total value of all property, including property described in the previous order(s), less liens and encumbrances, is not greater in amount than that to which Applicant, as Unmarried Minor Child(ren) and/or the unmarried minor child(ren) of Decedent is(are) entitled by law as exempt property and the allowance under section 474.260, RSMo.

☐ (for creditors) The entire estate of Decedent does not exceed the value of \$15,000.00.

**Wherefore**, Applicant prays the court to amend its previous order(s) refusing letters on said estate in the amount of \$ \_\_\_\_\_ by listing and including therein the said assets discovered after the entry thereof.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Applicant's Name (Typed or Printed)

\_\_\_\_\_  
Attorney's Name, Bar #

\_\_\_\_\_  
Attorney's Email Address



