

General Information for Filing Adversarial, Uncontested or by Consent
Matters Involving Trusts Under the Missouri Uniform Trust Code
Rev. 11-2018

Information that you enter on these forms can be saved on your computer ONLY if you are using Adobe Acrobat Version 8.0 or higher. They can be completed using the FREE Adobe Reader but you will not be able to save the information you enter.

The forms listed below are interactive. You can enter the information on these forms before you print them. If you fill the forms in on your computer, much of the information you enter on one form is automatically transferred to the other forms.

The packet contains bookmarks. These bookmarks help you navigate throughout these forms. There are “links” embedded in the forms. These links are usually green, and can take you to a related location in the forms. There is a hyperlink to the form – Request for Process Server.

The Filing Requirement Checklist is now included in the packet. Two (2) new forms were created – Request for Summons and Request for Alias/Pluries Summons – which are included in this packet.

E-filing information – the Petition and Exhibits should be filed as separate documents. Multiple exhibits can be submitted as one (1) pdf document but must be a separate document from the petition. Multiple waivers, entries and consents can be submitted as one (1) pdf document but must be a separate document from the petition.

Table of Contents

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

1. [Checklist of Requirements for Filing Adversarial, Uncontested, or By Consent Matters Involving Trusts Under the Missouri Uniform Trust Code \(CCPR138-W\)](#)
Used as a guideline for all requirements to file any adversarial, uncontested or by consent matters involving trusts under the Missouri Uniform Trust Code.
2. [Request for Summons \(CCPR139-W\)](#)
This form should be used to request summons for persons requiring service.
3. [Request for Alias/Pluries Summons \(CCPR140-W\)](#)
This form should be used to request alias or pluries summons for persons requiring service.
4. [Request for Process Server \(CCADM62-WS\)](#)
If a special process server will be used for service, this form **must** be used to request the use of a process server.

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

**Checklist of Requirements for Filing Adversarial, Uncontested or
By Consent Matters Involving Trusts under the Missouri Uniform Trust Code**

Case Category – Probate – Trusts
Case Type – Successor Trustee
Trust – Miscellaneous

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. ***Request for Summons.*** (Document Category – Request for/to – Request (other))
- 2. ***Request for Alias/Pluries Summons, if applicable.*** (Document Category – Request for/to – Request (other))
- 3. ***Motion for Special Process Server.*** (Document Category – Motion to/for – Special Process Server)

ADDITIONAL DOCUMENTS:

Adversarial Trust Matter:

- 1. ***Petition*** (Document Category – Petition to/for – Document Description – Petition (Probate))
- 2. Copy of ***relevant trust instrument and all amendments*** - (Document Category – Filing – Other/Miscellaneous - Exhibit)

Trust Matter Uncontested or by Consent:

- 1. ***Verified Petition*** (Document Category – Petition to/for – Document Description – Petition (Probate))
- 2. Copy of ***relevant trust instrument and all amendments*** - (Document Category – Filing – Other/Miscellaneous - Exhibit)
- 3. ***Waivers of Service*** – (Document Category – Waiver of)
- 4. ***Entries of Appearance*** - (Document Category – Filings – Other/Miscellaneous)
- 5. ***Consents to Relief*** - (Document Category – Consents by/for/to)

INSTRUCTIONS:

- 1. Party information entered into e-filing system with full social security numbers and birth dates for plaintiffs/petitioners, deceased settlor (if applicable), defendants/respondents and all other interested persons to the best of your knowledge and belief.
- 2. Fill in all blanks and check boxes on all forms. If not applicable, please indicate by using N/A.

- 3. Adversarial Trust Matter:
 - Request for summons** listing persons to whom summons shall issue, service addresses for parties to be served, and form of service, i.e. personal (54.13 or 54.14), certified mail (54.12) or first class mail (54.16)
 - Copy of **relevant trust instrument and all amendments** thereto should be submitted as exhibits. Exhibits can be submitted together in one (1) pdf document but must be a separate document from the petition.
 - If a special process server will be used for service, an executed Request for Appointment of Process Server must be filed on the Clerk's approved form. Form can be found on the court's website – <http://wp.stlcourtscourts.com/wp-content/uploads/PDF/AC/RequestProcessServer.pdf>

- 3. Trust Matter Uncontested or by Consent
 - Verified Petition** signed by Petitioner(s)
 - Copy of **relevant trust instrument and all amendments** thereto should be submitted as exhibits. Exhibits can be submitted together in one (1) pdf document but must be a separate document from the petition.
 - Waivers of Service, Entries of Appearance** and **Consents to Relief** from all interested persons. If a party is represented by another person, separate waivers, entries and consents should be filed for the represented person.

FILING FEES:

- \$100.50
- Personal Service by St. Louis County Sheriff –
 - \$36.00 per person to be served

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

In the Matter of

No. _____

Deceased Disabled Minor Trust Matter

REQUEST FOR SUMMONS

Please issue summons on the following named persons to be served by:

Personal Service
Rules 54.13 or 54.14

Certified Mail
Rule 54.12

First Class Mail
Rule 54.16

*Note: If personal service is requested by St. Louis County Sheriff, a deposit of \$36.00 per person to be served must be filed with this request.

Name

Service Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attorney Bar No.

Street Address

City State Zip Code

Telephone Number Fax Number

E-mail Address

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

In the Matter of _____

No. _____

Deceased Disabled Minor Trust Matter

REQUEST FOR ALIAS/PLURIES SUMMONS

Please issue Alias Pluries summons on the following named persons to be served by:

Personal Service
Rules 54.13 or 54.14

Certified Mail
Rule 54.12

First Class Mail
Rule 54.16

*Note: If personal service is requested by St. Louis County Sheriff, a deposit of \$36.00 per person to be served must be filed with this request.

Name

Service Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attorney Bar No.

Street Address

City State Zip Code

Telephone Number Fax Number

E-mail Address

In the
CIRCUIT COURT
Of St. Louis County, Missouri



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For File Stamp Only
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Plaintiff/Petitioner

Date

vs.

Defendant/Respondent

Case Number

Division

REQUEST FOR APPOINTMENT OF PROCESS SERVER

Comes now _____, pursuant
to Local Rule 28, and at his/her/its own risk requests the appointment of the Circuit Clerk of

Name of Process Server Address Telephone

Name of Process Server Address or in the Alternative Telephone

Name of Process Server Address or in the Alternative Telephone

Natural person(s) of lawful age to serve the summons and petition in this cause on the below named parties. This appointment as special process server does not include the authorization to carry a concealed weapon in the performance thereof.

SERVE:

Name

Address

City/State/Zip

SERVE:

Name

Address

City/State/Zip

SERVE:

Name

Address

City/State/Zip

SERVE:

Name

Address

City/State/Zip

Appointed as requested:
JOAN M. GILMER, Circuit Clerk

By _____
Deputy Clerk

Date

Signature of Attorney/Plaintiff/Petitioner

Bar No.

Address

Phone No. Fax No.

Local Rule 28. SPECIAL PROCESS SERVERS

(1) Any Judge may appoint a Special Process Server in writing in accordance with the law and at the risk and expense of the requesting party except no special process server shall be appointed to serve a garnishment [except as allowed by Missouri Supreme Court Rule 90.03(a)].

This appointment as Special Process Server does not include the authorization to carry a concealed weapon in the performance thereof.

(2) The Circuit Clerk may appoint a natural person other than the Sheriff to serve process in any cause in accordance with this subsection;

(A) Appointments may list more than one server as alternates.

(B) The appointment of a person other than the Sheriff to serve process shall be made at the risk and expense of the requesting party.

(C) Any person of lawful age, other than the Sheriff, appointed to serve process shall be a natural person and not a corporation or other business association.

(D) No person, other than the Sheriff, shall be appointed to serve any order, writ or other process which requires any levy, seizure, sequestration, garnishment, [except as allowed by Missouri Supreme Court Rule 90.03(a)], or other taking.

(E) Requests for appointment of a person other than the Sheriff to serve process shall be made on a "Request for Appointment of Process Server" electronic form, which may be found on the Court's Web Site, <https://wp.stlcountycourts.com > forms>.

(F) This appointment as Special Process Server does not include the authorization to carry a concealed weapon in the performance thereof.

SERVICE RETURN

Any service by the St. Louis County Sheriff's Office shall be scanned into the courts case management system. Any service by another Sheriff or a Special Process Server or any other person authorized to serve process shall return to the attorney or party who sought service and the attorney shall file the return electronically to the Circuit Clerk.