

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

**Checklist of Documents Required to File an
Application for Probate of Will**

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

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 including surviving spouse entered with full social security numbers, birth dates, and date of death.
- 3. Copy of ***Death Certificate***. (*Document Category – Certificate of*)
- 4. Delivery of ***Will*** * for probate.
*(*Document Category – Filing – Other/Miscellaneous*)
- 5. ***Petition to Admit Will to Probate***. (*Document Category – Petition to/for*)
 - If requesting issuance of Letters Testamentary, need to file a ***separate Petition for Letters Testamentary***. (*Document Category – Application for Letters*)
- 6. If will is not self-proving – file a ***request for Commission(s)**** if witnesses cannot come into the court to prove the will. **Document Category – Request for/to – Request (other)*
 - Fees – \$1.00 per page of will plus \$3.00 copy/ mailing charge for each commission requested.
- 7. Filing fee in the amount of \$72.00.