

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

**Checklist of Requirements to File an
Application for Refusal of Letters - Creditor**

Case Category – Probate – Decedent Estates

Case Type – Refusal of Letters – Creditor

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. Party Information for all parties entered with full social security numbers, birth dates, and date of death.
- 2. Copy of ***Death Certificate***. (*Document Category – Certificate of*)
- 3. ***Application for Refusal of Letters for Creditor*** (*Document Category – Application for Letters*)
- 4. Copy of ***itemized funeral bill**** marked paid in full showing the applicant as payor. *(*Document Category – Filing – Other/Miscellaneous – Exhibit – Document Description – Paid Funeral Bill*)
- 5. ***Supporting Documentation**** – copies of documentation of assets with current values may be submitted as 1 document but must be a separate document from the application:
 - Bank Accounts: Bank name; account numbers (do not need to know what type of account); current balance
 - Stocks and bonds – Stock certificate numbers; number of shares, names of companies, classes of stock, and current fair market value; indicate whether shares are listed on a securities exchange, sold over the counter or closely held.
 - Brokerage Accounts – must list account number, list stocks and bonds contained in account, or attach brokerage statement detailing investments.
 - Vehicles - vehicle description listing year, name of manufacturer, model, and vehicle identification number and current value;
 - Insurance policies - insurance company name and policy number, face/cash value;
 - Safe Deposit Boxes - safe deposit box number, bank name and inventory of assets;
 - Jewelry or coins – appraisal*(*Document Category – Settlement/Statement/Report – Verification of Assets*)
- 6. ***Creditor’s Bond*** – (*Document Category – Filing – Other/Miscellaneous – Surety Bond*)
 - If the value of the assets is greater than the creditor’s claim amount, the difference between the assets and the amount paid by the creditor.
 - If creditor’s bond is needed, must file an ***Affidavit of Heirs**** including names, addresses and relationships of heirs-at-law. *(*Document Category – Affidavit for/in/of – Affidavit (other) – Document Description – Affidavit of Heirs*)
 - Creditor’s Bond requires Acknowledgment of Principal; Acknowledgment of Surety; and Power of Attorney for Attorney in Fact to be attached.

- 7. **Cannot** transfer real estate through a creditor's refusal.
- 8. Filing fee of \$72.00 which includes 1 certified copy of order.
 - Additional certified copies of order are \$3.50 each.

Revised 08/2014