

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

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

**Case Category – Probate – Decedent Estates
Case Type – Refusal of Letters – Spouse**

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 Spouse***. (*Document Category – Application for Letters*)
- 4. Minor children:
 - Must state whether they are all also the children of the surviving spouse.
 - If there is a non-mutual child, Spouse's Refusal cannot be done without the consent of the non-mutual minor(s) parent or legal guardian(s). Please consult with the Issue Department before proceeding.
- 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
 - Real Estate - full legal description as it appears on the deed including book and page numbers, and street addressees of real estate and a current appraisal and/or county tax assessment and mortgage information if any.

*(*Document Category – Settlement/Statement/Report – Verification of Assets*)
- 6. Filing fee of \$72.00 which includes 1 certified copy of order.
 - Additional certified copies of order are \$3.50 each.