

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

**Checklist of Requirements to File an
Application for Refusal of Letters – Unmarried Minor**

Case Category – Probate – Decedent Estates

Case Type – Refusal of Letters – Minor

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. Must be filed by the person who has physical custody of the minor(s). If more than one minor in the custody of more than one person, please contact the Issue Department before proceeding.
- 4. ***Application for Refusal of Letters for Unmarried Minor***. (*Document Category – Application for Letters*)
- 5. No surviving spouse.
- 6. Limited to \$6,000.00 per child - \$15,000.00 maximum for all children.
- 7. ***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*)
- 8. Filing fee of \$72.00 which includes 1 certified copy of order.
 - Additional certified copies of order are \$3.50 each.