

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

**Checklist of Requirements for
Filing and Approval of Annual Settlements
(Does Not Close Estate)**

Document Category – Settlement/Statement/Report
Document Description – Settlement – Annual

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.

- Beginning balance matches:
 - Inventory for 1st annual
 - Prior settlement ending balance (all subsequent settlements)
 - Does not include real estate

- Receipts are all properly detailed per 473.543.

- In conservatorship estates, must account for all continuing monthly income payments unless ***proof of representative payee**** has been filed. (*Document Category – Filing – Other/Miscellaneous – Supplemental Filing – Document Description – Proof of Rep Payee*)

- All disbursements are proper and allowable.

- All sales of real estate and personal property are authorized by court order or per power in the will.

- Fees for attorney; personal representative; or conservator are:
 - Court allowed
 - Within statutory amounts.

- Copy of ***closing statement filed for sale of real estate***. (*Document Category – Filing – Other/Miscellaneous – Supplemental Filing – Document Description – Real Estate Closing Statement*)

- Vouchers*** filed for each disbursement in excess of \$75.00 or as required by Court:
 - Bills stamped “paid” by service provider
 - Bills and copies of cancelled checks or equivalent information on bank statements
 - Shall be submitted as an **attachment** to the settlement; numbered and in consecutive order consistent with the listing of disbursements on the settlement. See Local Court Rule 72.3.

- Bond premium** – submitted as **attachment** to the settlement:
 - Proof paid** for the settlement period
 - Proof** nothing is due.
- Settlement is properly totaled and mathematically correct.
- Recapitulation of assets is itemized. Total recap must match math totals and assets must be verified in conservator estates (See 475.275).
- Settlement is signed by personal representative or conservator under oath or before a notary. See Local Court Rule 72.2, Item g, Re: Verified Documents and Affidavits.
- VA Waiver*** filed if VA benefits received. *(*Document Category – Waiver of*)
- If estate is bonded, provide current values for anything with a fluctuating value (stocks, bond, etc.). Court will calculate bond sufficiency and then order an increase or decrease if necessary.