

General Information for Filing a  
Petition to Open and Inventory Safe Deposit Box  
Rev. 11-2018

Information that you enter on these forms can be saved on your computer **ONLY** if you are using Adobe Acrobat Version 8.0 or higher. They can be completed using the **FREE** Adobe Reader but you will not be able to save the information you enter.

The forms listed below are interactive. You can enter the information on these forms before you print them. If you fill the forms in on your computer, much of the information you enter on one form is automatically transferred to the other forms. For example, when you type a name as petitioner on the “Petition to Open and Inventory Safe Deposit Box”, that name will appear on any of the other forms where petitioner appears.

The packet contains bookmarks. These bookmarks help you navigate throughout these forms. There are “links” embedded in the forms. These links are usually green, and can take you to a related location in the forms.

The Filing Requirement Checklist is now included in the packet. Filing of a Petition to Open and Inventory Safe Deposit Box may be done pro se (without an attorney).

E-filing information – the Petition, Proposed Order and Death Certificate **MUST** be filed as separate documents. Supporting documentation can be submitted as one (1) pdf document but must be a separate document from the petition.

## Table of Contents

You may click on the green underlined text below to take you to each of the forms.

1. [Checklist of Requirements to File a Petition to Open and Inventory Safe Deposit Box \(CCPR125-W\)](#)  
Used as a guideline for all requirements to file a Petition to Open and Inventory Safe Deposit Box
2. [Petition to Open and Inventory Safe Deposit Box \(CCPR070\)](#)  
The petitioner(s) and/or attorney should complete this form with the requested information as best they can. If there are areas that are not applicable, put N/A. Do no leave any question blank. This can be done pro se (without an attorney).
3. [Order to Enter and Inventory Safe Deposit Box \(CCPR069\)](#)  
The petitioner(s) and/or attorney should complete this form with the requested information as best they can. If there are areas that are not applicable, put N/A. Do no leave any question blank.
4. [Confidential Filing Information Sheet \(CCPR040\)](#)  
The petitioner(s) and/or attorney should complete this form with the requested information as best they can. If there are areas that are not applicable, put N/A. Do no leave any question blank.

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

**Checklist of Requirements to File a  
Petition to Open and Inventory Safe Deposit Box**

**Case Category – Probate Miscellaneous**

**Case Type – Probate Other - Miscellaneous**

***NOTE: Local Court Rule 3.2 mandates all electronically filed pleadings must be typewritten. Local Court Rule 72.2 governs specific requirements for electronic filing in the Probate Division. Documents shown in bold italics should be filed as separate documents.***

**COURT FORMS:**

- 1. ***Petition to Open and Inventory Safe Deposit Box*** - (Document Category – *Petition to/for* - Document Code Description – *Petition (Probate)*)
- 2. ***Order to Enter and Inventory Safe Deposit Box*** – (Document Category – *Proposed Document – Order (Other)*)
- 3. ***Confidential Filing Information Sheet, if applicable. See instructions.*** (Document Category – *Filing – Other/Miscellaneous* - Document Code Description – *Confidential Filing Information Sheet*)

**ADDITIONAL DOCUMENTS:**

- 1. Copy of ***Death Certificate*** to verify date of death. (Document Category – *Certificate of*)

**INSTRUCTIONS:**

- 1. Completed ***Confidential Filing Information Sheet*** if filed Self Represented.
- 2. Party information for all parties must be entered into e-filing system. This includes the decedent, spouse, heirs, and legatees with full social security numbers and birth dates.

**FILING FEES:**

- Click hyperlink for most recent fees.  
<http://wp.stlcountycourts.com/wp-content/uploads/PDF/Probate/ProbateFees.pdf>

**IN THE PROBATE DIVISION, CIRCUIT COURT, ST. LOUIS COUNTY, MISSOURI**

In the matter of

\_\_\_\_\_  
Decedent  
No. \_\_\_\_\_  
(Court use only)

**PETITION TO OPEN AND INVENTORY SAFE DEPOSIT BOX**

Comes now \_\_\_\_\_, of full age, and states that  
(Petitioner)  
\_\_\_\_\_, whose domicile and last residence address was  
(Decedent's Name)  
\_\_\_\_\_, in the County of St. Louis,  
Missouri, died on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Petitioner is the \_\_\_\_\_ of the decedent.  
(Relationship)

Petitioner further states that the decedent was the sole lessee on and maintained Safe Deposit  
Box No. \_\_\_\_\_ located at \_\_\_\_\_  
(Bank Name)  
\_\_\_\_\_.  
(Address/Branch)

Wherefore, Petitioner prays the court to issue an order to obtain an Inventory of the contents  
of said Safe Deposit Box and for delivery of decedent's Last Will and Testament, if found, therein,  
pursuant to 362.488(1) RSMo.

Petitioner also requests that \_\_\_\_\_ be present at the time of such inventory.

Petitioner states that the foregoing is made under oath or affirmation and its representations are  
true and correct to the best of petitioner's knowledge and belief, subject to the penalties of making a  
false affidavit or declaration, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Attorney's Name (Typed)

\_\_\_\_\_  
Petitioner's Name (Typed)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number Bar No.

\_\_\_\_\_  
Telephone Number Bar No.

\_\_\_\_\_  
E-Mail Address  
CCPR070-W Rev. 11/2018

**IN THE PROBATE DIVISION, CIRCUIT COURT, ST. LOUIS COUNTY, MISSOURI**

\_\_\_\_\_ No. \_\_\_\_\_  
Deceased

**ORDER TO ENTER AND INVENTORY SAFE DEPOSIT BOX**

\_\_\_\_\_ died on \_\_\_\_\_, and at the  
(Decedent)  
time of death was the lessee on safe deposit box # \_\_\_\_\_ at

\_\_\_\_\_  
(Financial Institute)

\_\_\_\_\_. This court hereby ORDERS  
(Address/Branch)  
an officer of said bank to open the safe deposit box in the name of the above decedent in the  
presence of \_\_\_\_\_  
(Individuals to be present at time of opening)

and to make an inventory of the contents found therein. A copy of said inventory along with  
any Last Will and Testament found therein shall be delivered to the undersigned Commissioner,  
St. Louis County Probate Court, 105 S. Central Avenue, St. Louis, MO 63105.

If keys to the safe deposit box are not available, the cost of drilling or opening such box  
shall be borne by the above named individuals and will not be the responsibility of the bank. A  
copy of the inventory of said safe deposit box shall be given to the above named individuals.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

CC: \_\_\_\_\_, Attorney

**CONFIDENTIAL CASE FILING INFORMATION SHEET – PROBATE**  
**21<sup>ST</sup> JUDICIAL CIRCUIT, ST. LOUIS COUNTY, MISSOURI**

**INSTRUCTIONS:**

- ✓ Complete this form for all parties known at the time of filing. Place a check in the box next to the appropriate Case Type and Party Type. If additional space is needed, complete additional Confidential Case Filing Information Sheets.

**NOTE:** Name; addresses; DOB; and Social Security Number should be listed for all parties on the case including heirs and interested parties if reasonably available. The **full** Social Security Number (SSN) is **required** pursuant to Missouri Supreme Court Operating Rule 4.07 for each party in the case that is reasonably available. This is a confidential document. This information is needed to open a case in the court's case management system. While cases deemed public under Missouri statutes can be accessed through Case.net, the day and month of birth, SSN, and confidential addresses are NOT provided to the public through Case.net.

Filing Date: \_\_\_\_\_  Estate of  In the Matter of  Plaintiff v. Defendant  Petitioner v. Respondent

Name(s): \_\_\_\_\_

**Case Type: WILLS** -  P7 - Will Filed During Lifetime;  P9 - Will Filed Only – Deceased;  PK - Will Admitted or Rejected.

**REFUSALS:**  - PE - Refusal of Letters – Creditor;  PF – Refusal of Letters – Spouse;  PF – Refusal of Letters – Minor;

**SMALL ESTATES:**  PH – Small Estate Affidavit with Will;  PI – Small Estate Affidavit without Will;

**FULL ADMINISTRATION:**  PC - Independent Administration with Will;  PD – Independent Administration without Will;

PA - Supervised Administration with Will;  PB – Supervised Administration without Will;

**OTHER DECEDENT:**  PJ - Determination of Heirs;  PX - Required Administration;

**GUARDIAN/CONSERVATOR – ADULT:**  PR – Guardianship – Adult;  PT – Limited Guardianship – Adult;

PN – Conservatorship – Adult;  PP- Limited Conservatorship – Adult;  PU – Guardian/Conservator – Adult;

PW – Limited Guardian/Conservator – Adult;

**GUARDIAN/CONSERVATOR – MINOR:**  PS – Guardianship – Minor;  PL – Limited Guardianship – Minor;

PO – Conservatorship – Minor;  PV – Guardian/Conservator – Minor;  PY – Limited Guardian/Conservator – Minor;

**MISCELLANEOUS ADULT/MINOR:**  PQ – Dispense with Conservator;  - P1 - Standby Guardianship – Adult;

- P2 – Standby Guardianship – Minor;  G1 – Registration Foreign Order Guardian/Conservator – Adult;

G2 – Registration Foreign Order Guardian/Conservator – Minor;

**TRUSTS:**  P3 – Successor Trustee;  P4 – Trust Registration;  P5 – Trust Litigation;

**OTHER MISCELLANEOUS:**  P0 – Removal of Firearm Disqualification;  P6 – Sexual Predator;

P8 – Probate Miscellaneous – Non Case;  PZ – Miscellaneous Probate – Other

**Party Type Code:**  Decedent;  Minor;  Respondent;  Petitioner;  Plaintiff;  Defendant;  Natural Mother;  
 Natural Father;  Spouse;  Creditor;  Heir;  Devisee;  Interested Party;  Depositor;  Designated Resident Agent;  Trustee;  
 Successor Trustee;  Settlor;  Grantor;  Trustor

Name (if a person): (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Organization (if non-person): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

DOB \_\_\_\_\_ DOD: \_\_\_\_\_ Gender:  Male  Female SSN: \_\_\_\_\_

Attorney Name (if represented by counsel): \_\_\_\_\_ Bar ID: \_\_\_\_\_ Party Type Code: \_\_\_\_\_

**Party Type Code:**  Decedent;  Minor;  Respondent;  Petitioner;  Plaintiff;  Defendant;  Natural Mother;  
 Natural Father;  Spouse;  Creditor;  Heir;  Devisee;  Interested Party;  Depositor;  Designated Resident Agent;  Trustee;  
 Successor Trustee;  Settlor;  Grantor;  Trustor

Name (if a person): (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Organization (if non-person): \_\_\_\_\_

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DOB \_\_\_\_\_ DOD: \_\_\_\_\_ Gender:  Male  Female SSN: \_\_\_\_\_

Attorney Name (if represented by counsel): \_\_\_\_\_ Bar ID: \_\_\_\_\_ Party Type Code: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Bar ID (required if attorney): \_\_\_\_\_

Address (if not shown above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\*IMPORTANT:** It is the parties' responsibility to keep the court informed of any change of address or employment.\*