

General Information for Completing an Application of  
Creditor for Refusal of Letters  
Rev. 09-2019

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 the name of the applicant on the “Application of Creditor for Refusal of Letters”, it will automatically add the applicant’s name to the other documents.

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 Instructions for Completing an Application of Creditor for Refusal of Letters is included in the packet. Please read them carefully to determine if this is the proper type of proceedings needed for your situation. The Application MUST be signed before a Notary Public. If you have questions, please be sure to call the Issue Department at (314) 615-2616.

You may be able to obtain the order without having to come to court, please send in the signed and notarized Application, the documents required to verify the assets and values, and a money order for \$75.50 made payable to St. Louis County Circuit Clerk. Mail everything to St. Louis County Probate Division, 105 South Central Avenue, Clayton, MO 63105. Once approved, a certified copy of the Order will be mailed back to you.

If coming to court, see the Instructions regarding specific hours for processing of these matters. Bring with you the signed and notarized Application, the documents required to verify the assets and values and payment of \$75.50 – credit or debit card, money order or check made payable to St. Louis County Circuit Clerk.

Additional certified copies of the Order can be purchased – they are \$2.50 each.

## Table of Contents

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

1. [Instructions for Completing Application of Creditor for Refusal of Letters \(CCPR104-W\) – Public Filing.](#)  
This document provides instructions to determine if this is the proper proceeding, how to complete the Application along with what types of property was owned by the decedent and what documentation is needed to support the assets and values.
2. [Confidential Filing Information Sheet \(CCPR178-W\) – Self-Represented Refusals.](#)  
Pursuant to Missouri Supreme Court Rule 4, this form must be completed with the information requested for each party to the case. It must contain full social security numbers and dates of birth.
3. [Application of Creditor for Refusal of Letters \(CCPR105-W\) – Public Filing.](#)  
The applicant should complete this form with the requested information as best they can. If there are questions, please contact the Issue Department at (314) 615-2616. Do no leave any question blank.

**NOTE: A copy (does not need to be a certified copy) of the decedent's death certificate must be filed with the petition.**

## Instructions for Completing Application of Creditor for Refusal of Letters

**The following are circumstances when this type of proceeding can be used. If all of these do not apply to you, it may be necessary to see an attorney:**

1. The deceased person must have lived in St. Louis County.
2. You must have paid the funeral bill of the deceased person and the paid receipt from the funeral home must show you as the paying party.
3. The funeral expenses must exceed the value of the assets asking to transfer.
4. The assets cannot include real estate.
5. The total value of the assets cannot exceed \$15,000.00.
6. There cannot be a surviving spouse or unmarried minor children.

### **Confidential Filing Information Sheet:**

1. Pursuant to Missouri Supreme Court Rule 4, this form must be completed with the information requested for each party to the case. **It must contain full social security numbers and dates of birth.**

### **Completing the Application:**

1. The court will assign a case number once your application has been filed and approved.
2. Type or print the name of the deceased party in the blank after “In the Estate of”.
3. Type or print the date of death of the deceased party in the first blank following the words “states that decedent died on”.
4. Type or print the address of the deceased party in the second blank following the words “residing at”.
5. Type or print the dollar amount paid for the funeral expenses of the deceased party in the blank following the words “the sum of”.
6. **Description of Property and Value:** In this section, type or print a list of the assets of the deceased party and the current value of each asset. Use Appendix A if you need additional space to list all of the assets. Please check the box for Appendix A if you have completed and attached it.
7. Please review the listing of items included in the **Property Owned by Decedent** section to ensure that you have included all of the deceased party’s assets.
8. **Total \$** - type or print the total value of all of the deceased party’s assets.
9. **Notary** – you need to take the application to a notary public to have your signature notarized. **DO NOT SIGN OR DATE** the application until you are before the notary public. They will complete the section for the notary public.
10. Print the date you sign the application.
11. Sign the application **before the notary public**.
12. Type or print your name; address and telephone number in the spaces provided.
13. Documentation of all assets and values. See the list of **Documents Required** shown below.

### **Property Owned by Decedent:**

- Vehicles: Automobiles; Trucks; Tractors; Boats; Motors; Trailers; Motorcycles; Mobile Homes  
Include the year; make and model; the Vehicle Identification Number; loan information including the balance due; appraised value.
- Stocks, Bonds, Mutual Funds: Include the certificate and/or account numbers; how many shares per certificate; the value per share; if closely held or publicly traded.
- Bank or Credit Union Accounts: Checking; Savings; Certificates of Deposits. Include the bank name, account or certificate number; the balance in each including any interest earned.

- Checks: Pay Checks; Vacation Pay; Social Security; Welfare Checks; Travelers Checks; etc. Include the check number; date of the check; who the check is from; the amount of the check and the name of the bank that issued the check.
- Safe Deposit Box: Include the name of the bank; the address of the branch; the box number; and inventory and value of the contents.
- Insurance Policies: Include the name of the insurance company; the number of the policy; the face value of the policy; the cash surrender value; and the name of the beneficiary.
- Personal Property: Jewelry; coin collections; guns, etc. Include a description of the property; and the value of the property based on an appraisal.

### **Documents Required:**

1. Copy of the deceased party's death certificate to verify date of death and jurisdiction.
2. Copy of the paid funeral bill of the deceased party showing paid in full and paid by you. The bill must be marked paid in full by the funeral home. A copy of the cancelled check may be included also.
3. Copies of the Certificate of Title for any titled vehicles – must include the Vehicle Identification Number.
4. Documentation to support the value of the vehicle – loan statement; print out from KBB.com using Private Party option or other internet site providing values for vehicles.
5. An appraisal or quote for stocks; bonds; or mutual funds. If closely held, a letter from an officer of the company or CPA to verify the values.
6. Copies of the most current statement for bank or credit union accounts and certificates of deposit.
7. Copies of the checks.
8. For safe deposit boxes: an inventory or listing of the contents; and appraisal of the contents.
9. Copies of the life insurance policies; and if the beneficiary has died before the deceased party, a copy of the death certificate for the pre-deceased beneficiary.
10. Listing of the personal property with an appraisal to determine the value.

### **Cost:**

1. Handling by Mail:
  - a. Include a money order for \$75.50 made payable to St. Louis County Circuit Clerk.
  - b. If you require more than 1 copy of the order, the cost is \$2.50 for each additional copy.
  - c. Mail to St. Louis County Probate Division, 105 South Central Avenue, Clayton, MO 63105.
2. Presenting in Person:
  - a. Located at 105 South Central Avenue, 5<sup>th</sup> Floor North, Clayton, MO 63105
  - b. \$75.50 – paid by money order; credit or debit card. Money orders should be made payable to St. Louis County Circuit Clerk.
  - c. If you require more than 1 copy of the order, \$2.50 for each additional copy.

You may be able to obtain the order without having to come to court. You should call the Issue Department at (314) 615-2616 to go over any questions you have or anything you are not quite sure of. **Failing to call about any questions you have could result in the denial of your application.** Upon approval of your application, a certified copy of the Order of Refusal of Letters to Creditor will be mailed to you. If you have requested additional certified copies, they will be included also.

If you wish to come to the court, we have specific hours for seeing applicants wishing to get an Order of Refusal of Letters to Creditor. The hours are Monday through Friday from 9:00 a.m. to 11:00 a.m. and from 2:00 p.m. to 4:00 p.m. and you will be seen on a first come first served basis. If you come in at any other time, you will need to wait or come back during one of these time frames.

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

**INSTRUCTIONS:**

✓ Complete this form for the deceased person on which you are filing this pleading (Decedent) and yourself (Petitioner). Place a check in the box next to the appropriate Case Type and Party Type.

**NOTE:** Name; addresses; DOB; and Social Security Number should be listed for each party. 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. This information is not deemed public under Missouri statutes so it cannot be accessed through Case.net.

Filing Date: \_\_\_\_\_  In the Matter of: Name: \_\_\_\_\_

**Case Type:**  PE – Application of Surviving Spouse for Refusal of Letters  PF – Application of Creditor for Refusal of Letters  
 PG – Application of Unmarried Minor Child(ren) for Refusal of Letters

|   |
|---|
| <p><b>Party Type Code:</b>      <input type="checkbox"/> Decedent                      <input type="checkbox"/> Petitioner</p> <p>Name: (Last) _____ (First) _____ (Middle) _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Contact Telephone Number: _____</p> <p>DOB _____ DOD: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female      SSN: _____</p> <p>Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____</p> |
| <p><b>Party Type Code:</b>      <input type="checkbox"/> Decedent                      <input type="checkbox"/> Petitioner</p> <p>Name: (Last) _____ (First) _____ (Middle) _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Contact Telephone Number: _____</p> <p>DOB _____ DOD: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female      SSN: _____</p> <p>Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____</p> |
| <p><b>Party Type Code:</b>      <input type="checkbox"/> Decedent                      <input type="checkbox"/> Petitioner</p> <p>Name: (Last) _____ (First) _____ (Middle) _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____ Contact Telephone Number: _____</p> <p>DOB _____ DOD: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female      SSN: _____</p> <p>Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____</p> |



IN THE 21<sup>st</sup> JUDICIAL CIRCUIT COURT, ST. LOUIS COUNTY, MISSOURI

|                  |                     |
|------------------|---------------------|
| Probate Division | <b>Case Number:</b> |
|------------------|---------------------|

In the Estate of \_\_\_\_\_, Deceased.

(Date File Stamp)

**Application of Creditor for Refusal of Letters**

The applicant states that the decedent died on \_\_\_\_\_ residing at \_\_\_\_\_, leaving no surviving spouse or unmarried minor children; that after giving credit for all payments and offsets to which the estate is entitled there is now due and owing applicant, as a creditor of decedent, the sum of \$\_\_\_\_\_, for funeral expenses.

The entire estate of decedent does not exceed the value of \$15,000.00 and consists solely of personal property described and of a value as follows:

**Description of Property**

**Value**

See Appendix A.

Total \$ \_\_\_\_\_

Applicant further states that if this application is granted, applicant will pay the debts of decedent so far as the assets thereof will permit, in the order of preference established by law, and will distribute the balance of said estate, if any, to the persons entitled thereto under the law.

Wherefore, applicant prays the court order no letters be granted on said estate unless on the application of creditors or other parties interested the existence of other or further property is shown.

Date: \_\_\_\_\_

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

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

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

\_\_\_\_\_  
Telephone Number

Notary Commission expires: \_\_\_\_\_

(Notary Seal)

## Appendix A

**Decedent:**

**Case Number:**

**Description of Property**

**Value**

Personal Property

**TOTAL:** \_\_\_\_\_