

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

**NOTICE TO SELF-REPRESENTED LITIGANTS**

This is to advise you that Missouri law requires that you have an attorney represent you in any of the following matters:

- ❖ Applications for Appointment of Guardian and/or Conservator for an Adult
- ❖ Applications for Appointment of Limited Guardian and Conservator of an Adult
- ❖ Applications for Appointment of Guardian and Conservator of a Minor
- ❖ Applications for Appointment of Limited Guardian and Conservator of a Minor
- ❖ Applications for Appointment of Conservator of a Minor
- ❖ Applications for Appointment of Limited Conservator of a Minor
- ❖ Affidavit for Collection of Small Estate
- ❖ Petition to Require Administration
- ❖ Petition for Determination of Heirship
- ❖ Application to Admit Will to Probate
- ❖ Application for Letters Testamentary
- ❖ Application for Letters of Administration
- ❖ Application for Letters of Administration DBN
- ❖ Application for Letters of Administration with Will Annexed
- ❖ Trust Matters

The following matters may be filed by a self-represented litigant:

- ❖ Application to Court for 96 Hour Detention, Evaluation, and Treatment/Rehabilitation
- ❖ Applications for Refusal of Letters – Spouse/Creditor/Unmarried Minor
- ❖ Petitions for Appointment of Guardian of Minor\*
- ❖ Petitions for Appointment of Limited Guardian of Minor\*
- ❖ Petitions for Termination of Guardianship of Minor\*
- ❖ Will Filed Only – No Further Administration Requested
- ❖ Petition to Open and Inventory Safe Deposit Box
- ❖ Petition for Authorization to Obtain Medical Records
- ❖ Registration of Trust

\* Although these can be filed without an attorney it is **highly** recommended that you have an attorney to represent you.

Court staff are happy to help you if they can. Court Operating Rule 25 governs the way court staff are allowed to help you. This is a list of things court staff may and may not do for you.

**Court staff MAY:**

- Explain and answer questions about how the court works.
- Provide you with the number of the local lawyer referral service and any legal services program.
- Provide you with the number of any family court programs, parent/child education, mediation, community services and domestic violence resources.
- Give you general information about court rules, procedures and practices.
- Provide court schedules and information about how to set a case scheduled for a hearing.
- Provide your court file for your review.
- Provide you with court forms and instructions that are available.
- Usually answer questions about court deadlines.

**Court staff MAY NOT:**

- Tell you whether or not you should bring your case to court.
- Tell you what words to use in your court papers. (However, court staff can check your papers for completeness. For example, check for signatures, notarization, correct county name, correct case number and presence of attachments.)
- Tell you what to say in court.
- Give you an opinion about what will happen in your case.
- Talk to the judge for you.
- Let you talk to the judge outside of court or arrange for you to talk to the judge outside of court.
- Change an order signed by a judge.
- Provide you with contact information for another party.

We have a list of available Resources under our Frequently Asked Questions – [\(create hyperlink\)](#)

Honorable Ellen Levy, Judge  
Honorable William Gust, Commissioner  
Honorable Misty Watson, Deputy Commissioner