

**IN THE CIRCUIT COURT OF CASS COUNTY, MISSOURI
PROBATE DIVISION IV**

REFUSAL OF LETTERS (CREDITOR) – ITEMS REQUIRED FOR FILING

- Photocopy of Decedent's Death Certificate (certified copy is not required)
- Copy of funeral bill showing that it has been paid in full.
- Probate Division Party Information Sheet must be completed in full (form is attached hereto)
- Application of Creditor for Refusal of Letters (form is attached hereto)
- Copy of documentation regarding property to be claimed (i.e. bank statement; insurance policy; vehicle titles, etc.) Please note that these documents must show identifying information (i.e. bank account number; vehicle identification number, etc.) and, in the case of bank accounts, insurance policies, etc., the documents must show the value.
- Copy of bills paid on behalf of the Decedent and supporting documentation showing that the Creditor paid the same.
- Filing fee in the amount of \$56.50 (payable by cash, check payable to Cass County Circuit Clerk, or credit/debit card)
- Any additional documentation you deem necessary.

If you are filing these documents pro se (without an attorney), you are required to follow all of the rules and requirements that attorneys follow. The Court and Court Clerks are prohibited from giving any legal advice. If you need assistance in completing the above requirements pro se, you will need to seek the advice of an attorney.

MAILING ADDRESS:

Clerk of the Circuit Court
ATTENTION: Probate
2501 W. Mechanic
Harrisonville, Mo 64701

Phone: 816-380-8217
Division Fax: 816-380-8215
Email: cass.div4@courts.mo.gov

**IN THE CIRCUIT COURT OF CASS COUNTY, MISSOURI
PROBATE DIVISION**

**PROBATE DIVISION PARTY INFORMATION SHEET
PLEASE PRINT**

DECEDENT:

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____

Phone Number: _____

Date of Birth: _____ SSN: _____

APPLICANT (CREDITOR):

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____

City: _____ State: _____

Phone Number: _____

Date of Birth: _____ SSN: _____

**IN THE CIRCUIT COURT OF CASS COUNTY, MISSOURI
PROBATE DIVISION**

IN THE ESTATE OF

_____, **Deceased**

Case No. _____

APPLICATION OF CREDITOR FOR REFUSAL OF LETTERS

The applicant states that the above-named decedent, died on the _____ day of _____, _____, and resided 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 [state nature of debt]: _____

_____.

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 shown in **Appendix A** attached hereto.

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

The applicant swears that the matters set forth above are true and correct to the best knowledge and belief of the applicant, subject to the penalties of making a false affidavit or declaration.

DATE: _____

Signature of Applicant

Signature of Attorney for Applicant

Name of Applicant (print)

(Printed Name/Bar Number/Address/Telephone)

(Address/Telephone)

APPENDIX A

Decedent: _____

Case No. _____

DESCRIPTION OF PERSONAL PROPERTY

(Include detailed information such as account numbers,
Check numbers, vehicle identification numbers, etc.)

VALUE

TOTAL: _____