

## PROBATE DOCUMENT REQUEST FORM

Probate Division, 22<sup>nd</sup> Judicial Circuit , 10 North Tucker St. Louis Missouri 63101  
Probate Division Resource Room e-mail: [CT22.ProbateResourceRoom@courts.mo.gov](mailto:CT22.ProbateResourceRoom@courts.mo.gov)

**IF THE FOLLOWING INSTRUCTIONS ARE NOT FOLLOWED, YOUR FORM MAY BE RETURNED**

- Please allow us to complete your current request before submitting your next request. Additional requests will be returned unanswered.
- The Resource Room staff cannot perform extensive research nor determine whether an individual record is that of the individual you have requested.
- Files are designated Active, Inactive or Historical. An **Active** file is any matter still pending before the Court and subject to additional filings. An **Inactive** file is any matter which has been closed by the Court and can only be reopened by Order of the Probate Judge. An **Historical** file is any Inactive file originally opened prior to June 1, 2000.
- Provide the full name of the individual whose record is requested, if known.
- Specify the exact type of record requested (i.e. Decedent Estate, Guardianship, Refusal of Letters, etc.).
- Provide exact date if known. For all requests please indicate as narrow a period as possible, up to a ten year date range.
- Enclose a #10 business size, self-addressed, stamped envelope with each request.

**SECTION A: Please complete this Section if you are requesting documents from an Inactive file or an Historical file.**

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

This Section must be completed in order for a Search to be made

Name of Person: \_\_\_\_\_

Probate Case No. (if known): \_\_\_\_\_

Date of death (if applicable): \_\_\_\_\_

Type of Record requested: \_\_\_\_\_

- Photocopy  
 Certified copy  
 Number of copies: \_\_\_\_\_
-

**SECTION B. Please complete this Section if you are requesting documents from an Active file.**

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

This Section must be completed in order for a Search to be made

Name of Person: \_\_\_\_\_

Probate Case No. (if known): \_\_\_\_\_

Type of Record requested: \_\_\_\_\_

- Photocopy  
 Certified copy  
 Number of copies: \_\_\_\_\_

**PROBATE STAFF USE ONLY**

We have located the record requested in Probate Case No. \_\_\_\_\_

Copy(ies) will be sent upon payment of \$\_\_\_\_\_. **PAYMENT MUST BE CASHIER CHECK or MONEY ORDER for the exact amount.** If the person requesting the copies is an **ATTORNEY** or the **PERSONAL REPRESENTATIVE** or **CONSERVATOR** of an Active Estate, we will accept a **CHECK** drawn on the Estate Account or the Attorney's business account. *Please make check payable to the St. Louis City Probate Division. DO NOT SEND CASH!*

No record was found for the name and document you have requested.

Sufficient information was not provided, please provide:

\_\_\_\_\_

\_\_\_\_\_

The record requested is not located at the Probate Division for the 22<sup>nd</sup> Judicial Circuit.