

22nd Judicial Circuit Probate Division Resource Room

The mission of the Probate Division Resource Room is to maintain and preserve records filed in the 22nd Judicial Circuit (City of St. Louis) pursuant to the provisions of the Probate Code as set forth in the Revised Statutes of the State of Missouri; to make such records available to the public in accordance with the provisions of [Supreme Court Operating Rule 2](#) and to recognize the historical significance of such records and to preserve such records through any archivally appropriate means.

The Probate Division Resource Room is the repository for decedent and guardianship files which 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. A **Historical** file is any Inactive file originally opened prior to June 1, 2000. The Clerk's Minute Entries for all Active files and all Inactive files opened after June 1, 2000 can be viewed in an electronic format at [Missouri Casenet.com](#). All existing paper files are maintained in the Probate Division Resource Room. The Probate Division also maintains a searchable [electronic index](#) of Names and Case numbers for all decedent estates and guardianships filed between 1804 and May 31, 2000.

ACCESS TO RECORDS

Access to the Probate Division files and records is provided through the Probate Resource Room located on the 10th Floor of the Civil Court Building, 10 North Tucker Boulevard, St. Louis, Missouri 63101. Records may be viewed in person in the designated research area located in the Issue Department of the Probate Division. Patrons must read, sign and agree to comply with the [Patron Resource Agreement](#) before beginning research activity.

The Probate Resource Room staff does limited research for patrons who are unable to visit in person at no cost. Patrons may request copies of Probate records via e-mail or postal mail. The Resource Room staff are not able to respond to requests for copies made by telephone.

PROCEDURE FOR REQUESTING RESEARCH BY E-MAIL

In order to offer the best and most equitable services to all patrons, the following procedures have been adopted for the receipt of and response to any request for copies by e-mail. These procedures are identical to those followed by individuals using regular postal mail:

1. Each e-mail request should include your full name, e-mail address, phone number, and regular postal mail address.

2. Submit **only one** request and **allow us to complete your request for records** before submitting another. If multiple requests are received, the first request will be answered; all other requests will be deleted after notifying the requester by return e-mail. If an e-mail for "any information" is received, Resource Room staff will research only the first discernible question; an e-mail stating this will be sent along with a response to the question researched.
3. Each request should contain the following information:
 - Provide the full **name of the individual** whose record is requested, if known. .
 - Specify the exact **type of record**. We cannot search "for any record available."
 - Provide exact **date** if known. For all requests please indicate as narrow a period as possible, up to a ten year date range.
 - Specify what type of information you seek so the Resource Room staff can identify records relevant to your search. Types of records include:
 1. Letters of Administration
 2. Letters Testamentary
 3. Affidavit for Collection of a Small Estate
 4. Refusal of Letters
 5. Pre-1890 Guardianships
 6. Post-1890 Guardianships
 7. No Letter Wills
 8. Unproven Wills
4. Please provide a Probate Case number if you have one.
5. E-mail is retrieved daily. All e-mail requests are combined with regular postal mail requests and routed to the appropriate staff member. It may take up to two weeks to receive a reply. E-mail requests are not given priority or answered before regular postal mail requests.
6. Once the request has been researched, a response will be e-mailed back to you with information regarding the availability of the records requested and copy fees.

PROCEDURE FOR REQUESTING RESEARCH BY POSTAL MAIL

Each request for copies should be submitted on the [Probate Records Request Form](#). All postal mail should be accompanied by a #10 business size self-addressed stamped envelope.

COPY FEES

Copies may be obtained of most records; research staff will determine whether the original records may be copied due to fragility. There will be a \$.30 charge per page for any photocopied paper record. There will be a \$.50 charge per page for any photocopied microfilm record. There will be a \$1.50 certification charge per set of records for any **certified copies** of records.