

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 appropriate means.

The Probate Division Resource Room is the repository for decedent and guardianship files which are designated Active or Inactive. 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. The Clerk's Minute Entries and Docket Sheet 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 an electronic [Index](#) of Names and Case numbers for all decedent estates filed between 1890 and May 31, 2000, and all guardianships filed between 1815 and May 31, 2000.

ACCESS TO DOCUMENTS

Documents may be requested:

- **In person** at the Probate Resource Room located on the 10th Floor of the Civil Court Building, 10 North Tucker Boulevard, St. Louis, Missouri 63101.
- **By email** at CT22.probateresourceroom@courts.mo.gov.
- **By postal mail** sent to: Probate Resource Room, Civil Court Building, 10 North Tucker Boulevard, 10th Floor, St. Louis, Missouri 63101.
- **The Resource Room staff are not able to respond to requests for copies made by telephone.**

All requests for documents must include a completed [Probate Document Request Form](#). The Patron requesting the documents will receive a response from staff with information regarding the availability of the documents requested and estimated copy fees. It may take up to two weeks to receive a response to a Request for documents.

Copies may be obtained of most documents. Resource Room staff will determine whether the original documents may be copied or scanned due to fragility. Copies of requested documents will be provided by email in a PDF format. Patrons wishing to receive a paper copy of any document must request such copy in person in the Probate Division. **Paper copies are not available by postal mail.** There will be a \$.30 service charge per page for any photocopied or scanned paper record. There will be a \$.50 service charge per page for any photocopied or scanned microfilm record. There will be a \$1.50 certification charge per set of records for any **certified copies** of records.