

**Loudon County Probate Court**  
**Lisa Niles, Clerk**  
**12680 Highway 11 West, Suite 3, Lenoir City, TN 37771**  
**Telephone: (865) 986-3505**

Probate matters are by appointment only to ensure adequate time for the specific needs of each individual estate. We apologize if this is an inconvenience; however, we strive for eminence for your probate needs during this difficult time.

Your appointment is: \_\_\_\_/\_\_\_\_/20\_\_ at \_\_\_\_\_ a.m./p.m.

If Loudon County Probate Court is closed due to weather or unforeseen events the day of your appointment, we will contact you to reschedule your appointment as soon as possible.

**Probate – with Last Will and Testament (Testate)**

**\*\*Loudon County Probate Court Rules:**

Any Estate in which the assets are valued at One Million (\$1,000,000.00) dollars or over; (or) the Last Will and Testament contains language regarding a "Trust"; (or) You only have a "copy" of the Last Will and Testament--not the Original; (or) if the heirs of the Decedent are in conflict with one another, or contesting, etc; (or) If an estate is insolvent (not enough monies in the estate to pay all debts) **YOU MUST BE REPRESENTED BY AN ATTORNEY ONLY**, the Probate Court Clerks cannot proceed with *Pro Se*-(without an attorney) litigants for these matters.

Executor, Please bring the following to the appointment:

1. Original Last Will and Testament (*not a copy*). Please note: the Court will Keep the Original Will and you will be given certified copies back.
2. Original Certified copy (blue border with red seal) of Death Certificate on Deceased (and a copy of their spouse if also deceased).
3. Copy of Marriage Certificate if there is a surviving spouse.
4. List of all heirs listed in Will, with their current complete addresses.
5. List of all assets including all personal property including any bank accounts, stocks, bonds, or CD's and real estate; bring the property assessor's tax card for the real estate.
6. Executor and/or Co-Executors must be present for appointment.
7. Filing Fee of \$457.50 due at time of appointment. If paying with cash, PLEASE bring exact change. If paying by credit/debit card, an additional 4% fee will be added for processing of the card.
8. No cell phones, purses, handbags, briefcases or like are allowed in the building, per the Loudon County Sheriff's Office. Please leave them locked up in your car.

Please arrive no later than five (5) minutes before your appointment; and check in at the General Sessions Court Office Window upon arrival. If you are unable to keep the appointment, please call at least 24 hours prior (unless an emergency arises) to the scheduled appointment time to cancel or reset. This will allow Probate Court to serve others whom may be waiting for an appointment. Thank you for your cooperation. Contact: Penny Glasgow (Penny.Glasgow@tncourts.gov) at (865) 986-3505 for scheduling of appointments.