

*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 out a Last Will and Testament (Intestate)**

**\*\*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) 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.

Personal Representative, Please bring the following to the appointment:

1. Original Certified copy (blue border with red seal) of Death Certificate on Deceased (and a copy of their spouse if also deceased).
2. Copy of Marriage Certificate if there is a surviving spouse.
3. List of all heirs, with their current addresses. If there is a surviving spouse and/or children, a declination may need to be signed, allowing the Personal Representative to serve, or all heirs must appear for the appointment. Ask Clerk for the Form, this form is included in the Intestate packet at no additional charge.
4. 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.
5. 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.
6. 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.