

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 in 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:**

- 1. Any Estate assets valued at One Million (\$1,000,000.00) dollars or over must be represented by an attorney.**
- 2. If a Last Will and Testament contains language regarding a Trust must be represented by an attorney.**
- 3. If heirs of a decedent are in conflict with one another, contesting, etc., estates must be probated through an attorney.**
- 4. If an estate is insolvent, it must be probated by an attorney.**

The Probate Court cannot proceed with *pro se* litigants for these matters.

Executor, Please bring the following to the appointment:

- 1. Original Last Will and Testament (not a copy).**
- 2. Original Certified copy of Death Certificate on deceased (and 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 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.**
- 8. No cell phones are allowed in the building, per the Loudon County Sheriff's Office.**
- 9. No purses, briefcases or handbags are allowed in the building, per the Loudon County Sheriff's Office.**

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 (or) Whitney Cardin at Probate Court 986-3505; or Penny.Glasgow@tncourts.gov (or) Whitney.Cardin@tncourts.gov.