

*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 – Small Estate Affidavit (Jurisdictional Limit of \$50,000 with no real estate)**

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

**1. If heirs of a decedent are in conflict with one another, contesting, etc., estates must be probated through an attorney.**

**2. If an estate is insolvent, it must be probated by an attorney.**

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

**Petitioner, Please bring the following at time of appointment:**

- 1. Original Certified copy of Death Certificate on deceased (and their spouse if also deceased) with a “Copy only” of the Last Will and Testament if one is available.**
- 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 Petitioner to apply, or all heirs must appear for the appointment. Ask Clerk.**
- 4. List of all assets including all personal property including any bank accounts, stocks, bonds, CD’s, insurance policies (Name of Bank or Other, Address, Account Numbers and/or Policy Numbers, Shares, and Balance or Value thereof).**
- 5. List of all debts including funeral expenses if unpaid (Name of creditor, address and balance amount) owed by the deceased.**
- 6. Filing Fee of \$209.50 due at time of appointment. If paying with cash, PLEASE bring exact change.**
- 7. No cell phones are allowed in the building, per the Loudon County Sheriff's Office.**
- 8. 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.**