

**Loudon County Probate Court**  
**Steve Harrelson, 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 for this inconvenience; however, we strive for eminence for your probate needs during this difficult time. Due to the recent pandemic, we have extended our policy regarding appointments for Probate. This policy will ensure that all parties have less in-person contact to help prevent further spread of illness. We ask that you gather all the documents listed below, and drop off at the General Sessions, Juvenile & Probate Court Clerk's window located inside the Loudon County Justice Center. Please leave name and phone number for the Probate Clerk to call you when the documents are ready for your signature. This will take 7 to 10 business days to process. An appointment will be made for your appearance to sign all Probate Documents. In most cases, you will leave the same day with your Letters Testamentary, ready to begin your Fiduciary duties. The appointment will take less than 45 minutes. Thank you for your patience during this time as we all do our part to put an end to this pandemic.

**PROBATE-WITHOUT LAST WILL & 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; if all heirs are not in agreement to serve together as Administrators; (or) an heir refuses to sign a Declination for their non-service; (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 *Pro Se*-(without an attorney) for these matters. Declination forms can be requested from the Clerk. ADMINISTRATOR (PERSONAL REPRESENTATIVE), Please bring the following to the appointment:

1. Original Certified copy (blue border with red seal) of Death Certificate on Deceased you are probating for (and a copy of their spouse's death certificate IF also deceased).
2. Copy of Marriage Certificate IF their spouse is still living.
3. List of all heirs with their current complete addresses, phone number and relationship to decedent.
4. List of all assets owned by the Decedent at the time of death, ie: all personal property (vehicles, recreational vehicles, farm or lawn equipment, tools, household furnishings), any bank accounts (checking/savings), stocks, bonds, money markets, investments or CD's and real estate; bring the property assessor's tax information sheet for the real estate. You may obtain from [loudoncountyassessor.org](http://loudoncountyassessor.org) The Probate documents require the total value of the Decedent's estate belongings at the time of his/her death.
5. Administrators and/or Co-Administrators must be present for appointment, may incur additional costs due at closing of estate. Notarized Declinations from heirs must be brought to the Probate appointment. Forms can be requested from the Clerk. Any Estate not having the Declinations at the time of the appointment will be rescheduled to another date/time.
6. Filing Fee-Base Cost of \$522.00 due at appointment, you may incur additional costs due at closing of estate. You may pay by check or cash. If paying by credit/debit card, an additional 3% fee will be added for processing of the card. Please do not leave a check or cash with documents when you drop them off. Court fees will be collected at the time of the appointment with the Clerk. Additional Fees must be paid in full before the estate can close.

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(s): Robyn Shannon ([Robyn.Shannon@tncourts.gov](mailto:Robyn.Shannon@tncourts.gov)) or Penny Glasgow ([Penny.Glasgow@tncourts.gov](mailto:Penny.Glasgow@tncourts.gov)) or at (865) 986-3505 (Press 8)

**Please Note: Due to Security measures, Loudon County Sheriff's Department requires you please leave your purses, handbags, briefcases, cell phones and all electronic devices in your car locked up. You may bring in your checkbook or wallet for payment of court fees. 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.**