
GUIDELINE FOR SPECIAL ADMINISTRATION

BURNETT COUNTY
PROBATE OFFICE
7410 COUNTY ROAD K, #110
SIREN, WI 54872

HOURS:
MONDAY – FRIDAY
8:30 AM – 4:30 PM

PHONE: 715-349-2147, ext. 2451
FAX: 715-349-7659

NOTE: This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice; please contact an attorney if you have legal questions.

If you are commencing a special administration without an attorney, you must:

- Review the following information carefully.
- Complete the required forms listed below.
- File the completed forms with the Register in Probate Office.

You may seek the advice of an attorney at any time during the probate process.

TO START A SPECIAL ADMINISTRATION: complete and file the originals of the following:

PR-1850	Petition for Special Administration
PR-1851	Order Setting Time to Hear Petition for Special Administration * <i>*A hearing may be required by the Court based on your request in the Petition.</i>
PR-1806	Proof of Heirship (If required by the Court)
PR-1846	Waiver and Consent signed by all interested persons
PR-1807	Consent to Serve
PR-1852	Order for Special Administration (proposed)
PR-1853	Letters of Special Administration (proposed)
Other:	Original Will and any Codicils (unless already filed with the Court)
Filing Fee	Statutory inventory filing fee of 0.2% of the assets is due on the value of the assets or a minimum of \$20.00 if the assets are less than \$10,000.00

FORMS: All forms are available on-line and can be found at: www.wicourts.gov.

- Fill the forms in on-line as a Word document and then print; or
- Print the forms and complete by hand, using black ink.

****You will need to complete all forms before they are submitted for filing.***

****An appointment is recommended when you are ready to file your papers. Please call the Register in Probate Office at 715.485.9238 to set up an appointment.***

IF A HEARING IS REQUIRED:

The petitioner:

- Will receive file-stamped copies of the Petition for Special Administration and the Order Setting Time to Hear Petition from the Probate Office.
- Will be responsible for serving the Petition and Order for Hearing at least 20 days prior to the hearing. (Please refer to Sec. 879.01 and 879.05, Wis. Stats., for service and time limits.)

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- **Shall file one or both of the following two documents:**
 - **Completed Form PR–1817 Affidavit of Service showing that the Petition and Order Setting Time to Hear Petition was served on the interested persons;**
 - **If the notice was published, the Affidavit of Publication from the newspaper.**

One or both of these must be filed with the court before the Order and Letters of Special Administration are issued.

AT AND AFTER THE HEARING:

- The petitioner must be present at the hearing.
- Testimony may be required of the petitioner.
- The Court may order a bond for the special administrator.

CERTIFIED COPIES: You may need certified copies of the Letters of Special Administration. The fee of \$4.00 for each certified copy. If requested through the mail, please include a self-addressed, stamped envelope together with the correct fee.

TO CLOSE A SPECIAL ADMINISTRATION:

After you have performed and completed your duties, the petitioner is responsible for filing the final documents required to close the probate file. You must complete and file the originals of the following:

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|---------|---|
| PR-1854 | Petition for Discharge of Special Administrator. Review this document carefully and attach Form PR-1814-Estate Account if appropriate. |
| PR-1815 | Estate Receipt from each heir/beneficiary who may have received any distribution of the assets (if appropriate) |
| PR-1855 | Order Discharging Special Administrator (proposed) |

NOTE:

- Should the court require additional information before discharging the special administrator, you will be contacted.
- All fees due the court must be paid before you are discharged.

You can also eFile your probate file! Check it out at: www.wicourts.gov/ecourts/efilecircuit