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## SUMMARY SETTLEMENT

BURNETT COUNTY  
PROBATE OFFICE  
7410 COUNTY ROAD K #110  
SIREN, WI 54872  
PHONE: 715-349-2147, ext. 2451

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

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**Use when debts exceed estate value or when there is a surviving spouse or minor children (under \$50,000 value).**  
**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.

**TO OPEN A SUMMARY SETTLEMENT:** complete and file the originals of the following:

PR – 1835	<b>Petition for Summary Settlement</b>
PR – 1846	<b>Waiver and Consent</b>
PR – 1836	<b>Order and Notice for Hearing on Petition for Summary Settlement</b> (optional; in most instances a hearing is not required)
Original	Will and any Codicils (unless already filed with the Court)
Filing Fee	Statutory inventory filing fee of <b>0.2%</b> 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

- **FILING THE FORMS:** be sure to complete ALL applicable sections of each form prior to filing them with the Probate office. Electronic filing is available online at [www.wicourts.gov](http://www.wicourts.gov).
- **NOTE:** if you need to be appointed Special Administrator, complete questions 8 and 10 on page 3 of the Summary Settlement Petition; see below.

**TO CLOSE A SUMMARY SETTLEMENT:** complete and file the originals of the following:

PR – 1837	<b>Order on Petition for Summary Settlement:</b> make sure all sections of this form are complete, including page 3 under “Person(s) Entitled to Receive”.
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**TO BE APPOINTED SPECIAL ADMINISTRATOR:** complete the following forms and file with the Petition for Summary Settlement:

PR - 1807	<b>Consent to Serve</b>
PR - 1852	<b>Order for Special Administration:</b> only required if the Order on Petition for Summary Settlement is not signed immediately.
PR - 1853	<b>Letters of Special Administration</b> A hearing may be required by the Court if you are requesting appointment with “all the general powers, duties and liabilities as personal representative”. If you are requesting “specific powers”, a hearing is usually not necessary, but may also be required by the Court.

**TO CLOSE THE SPECIAL ADMINISTRATION:** complete and file the originals of the following:

PR – 1854	<b>Petition for Discharge of Special Administrator</b>
PR – 1815	<b>Estate Receipt</b> from heirs/beneficiaries
PR – 1855	<b>Order Discharging Special Administrator</b>

**CERTIFIED COPIES:** \$3.00 for the certification and \$1.00 for each page copied and compared. If requested through the mail, please enclose a self-addressed, stamped envelope together with the correct fee.

**FORMS:** additional/duplicate forms can be found at: [www.wicourts.gov](http://www.wicourts.gov)