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## SUMMARY ASSIGNMENT

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

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**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.

You can electronically file your probate paperwork at [www.wicourts.gov](http://www.wicourts.gov). Look under the tab “eFile/eCourts” to create an account and pay the appropriate fee.

**TO OPEN A SUMMARY ASSIGNMENT:** complete and file the following:

<a href="#">PR – 1840</a>	Petition for Summary Assignment (inventory filing fee due; see below)
<a href="#">PR – 1806</a>	Proof of Heirship
<a href="#">PR – 1846</a>	Waiver and Consent
<a href="#">PR – 1842</a>	Notice to Creditors for Summary Assignment OR
<a href="#">PR – 1843</a>	Order & Notice of Hearing Petition of Summary Assignment (if required, see below**)
Original	Will and any Codicils
Original	<a href="#">Probate Claims Notice</a>

\*\*PR-1843 required if Waiver and Consents are not or cannot be obtained from all interested persons.

**FEE:** A statutory inventory filing fee is due when the petition is filed. The fee is .2% of the assets or a minimum of \$20.00 if the assets are under \$10,000.00. See sec. 814.66, Wis. Stats.

**SPECIAL ADMINISTRATOR:** Special Administration letters can be requested, if necessary, at the same time the estate is opened. See below.

### **AFTER ESTATE IS OPENED AND INVENTORY FILING FEE IS PAID:**

1. Deliver Notice to Creditors or Order & Notice of Hearing Petition to newspaper for publication.
2. Mail the Order & Notice of Hearing Petition (if this form was filed) to all interested persons.
3. Mail a copy of Probate Claims Notice to the County Clerk and by certified mail to the Department of Health Services Estate Recovery Program Section.

### **AFTER NOTICE IS PUBLISHED, FILE THE FOLLOWING:**

<a href="#">PR – 1841</a>	Affidavit of Additional Property and/or Creditor for Summary Assignment – if additional assets are found and/or not listed on the Petition; additional filing fee is also due of .2%. Also use if additional creditors are discovered.
<a href="#">PR – 1817</a>	Affidavit of Service – of the Order & Notice of Hearing to all interested persons
Original	Affidavit or Proof of Publication from newspaper
Proof	Certified mail receipt card showing Probate Claims Notice was mailed
<a href="#">PR – 1844</a>	Order on Petition for Summary Assignment
<a href="#">PR - 1817</a>	Affidavit of Service – of the Order on Petition for Summary Assignment

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### **AFTER CLAIMS DATE; TO CLOSE ESTATE:**

<a href="#">PR – 1815</a>	Estate Receipt from all heirs/beneficiaries for full distributions
<a href="#">PR – 1815</a>	Estate Receipt from claimants, if claims were filed
<a href="#">PR - 1854</a>	Petition for Discharge of Special Administrator
<a href="#">PR – 1855</a>	Order Discharging Special Administrator (if Special Administrator was appointed)

**TO BE APPOINTED SPECIAL ADMINISTRATOR:** complete the following forms and file with the Petition for Summary Assignment:

<a href="#">PR - 1807</a>	Consent to Serve
<a href="#">PR - 1852</a>	Order for Special Administration
<a href="#">PR - 1853</a>	Letters of Special Administration

- A Bond may be required by the Court before letters can be issued.
- Certified copies of the Letters of Special Administration can be obtained from the Register in Probate office. If requested, the statutory fees are \$3.00 for each 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.

**IRS NOTICE:** The Internal Revenue Service may be a creditor of the decedent and should be promptly notified of the death and any probate proceeding. The IRS Notice is included with this guideline.

**FORMS:** additional/duplicate forms can be found at: <http://www.wicourts.gov>