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SPECIAL ADMINISTRATION GUIDELINES

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 SPECIAL ADMINISTRATION Complete and file the following:

- PR – 1850 Special Administration Petition
- PR – 1806 Proof of Heirship
- PR – 1807 Consent to Serve
- PR – 1852 Order for Special Administration
- PR – 1853 Letters of Special Administration
- Original Will and any Codicils (unless already filed with the Court)

**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. If the Court requires a hearing, you must complete and file the originals of the following:

- PR – 1851 Special Administration Order Setting Time to Hear Petition
- PR – 1817 Affidavit of Mailing

TO CLOSE A SPECIAL ADMINISTRATION Complete and file the following:

- PR – 1814 Estate Account
- PR – 1854 Petition for Discharge of Special Administrator
- PR – 1855 Order Discharging Special Administrator

- **FILING THE FORMS:** Be sure to complete ALL applicable sections of each form, including the “powers” section on both PR-1852 and PR-1853.
- **BOND:** May be required before Letters are issued; determination made by the Court.
- **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
- **FILING FEE:** A Statutory Inventory Filing Fee of 0.2% of the assets, or a minimum of \$20.00 if the assets are less than \$10,000, is due at the time of filing the Petition.

All of the forms referenced in this *Guideline* can be found on the Wisconsin Court System Website: www.wicourts.gov The Register in Probate DOES NOT provide forms to the public.