



LINCOLN COUNTY REGISTER IN PROBATE & JUVENILE COURT

Becky S. Byer - Register in Probate/Clerk of Juvenile Court
Elizabeth Prochnow - Deputy
1110 E. Main Street, Merrill, WI 54452
Tel. (715) 536-0342 Fax (715) 539-2762

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 – 1840	Waiver and Consent (Formal Administration)
PR – 1852	Order for Special Administration
PR – 1853	Letters of Special Administration
Original	Will and any Codicils (unless already filed with the Court)

****The Court will determine whether a not hearing will be required. 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 (If required by the Court)
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.
- **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.