

	Marquette County PROBATE/JUVENILE COURT	
GUIDELINE: 1801	TO OPEN AN INFORMAL PROBATE	Revised: December 15, 2015 Page 1 of 2

PLEASE NOTE: This Guideline is provided as a public service and is not intended to be legal advice. If you have any questions about the form or the procedure, please contact an attorney as Probate staff members cannot give legal advice.

FORMS:

- A packet of forms is available from the Register in Probate for \$5.00.
- You may access all probate forms on the internet at: <http://www.wicourts.gov/forms1/circuit.htm>
- You can print “.pdf” forms and complete them by hand, OR
- You can fill in “.doc” forms on the internet and then print them.

TO OPEN A NEW INFORMAL PROBATE procedure, please complete the following:

Form Number	Name of Form
PR-1801	Application for Informal Administration (provide copy to all interested persons)
Original	Will and Codicils if any (no copies allowed) (provide copy to all interested persons)
PR-1806	Proof of Heirship
GF-131	Order Appointing Guardian ad Litem (if required)
PR-1803	Waiver and Consent
PR-1802	Declination to Act as Personal Representative (if necessary)
PR-1808	Statement of Informal Administration
PR-1807	Consent to Serve
PR-1809	Signature Bond (if required)
PR-1810	Domiciliary Letters
PR-1804 Or** PR-1805	Notice to Creditors (provide <u>2</u> copies to Register in Probate) Or Notice to Interested Persons and Limiting Time for Filing Claims (provide <u>2</u> copies to Register in Probate) (provide copy to all interested persons)
HCF13033	Probate Claims Notice (if required)
PR-1930	Consent to Serve as Trustee (if required)
PR-1829	Letters of Trust (if Testamentary Trust is required by Will)

**** Note:** Use PR-1804 if all interested persons have signed a Waiver and Consent.
Use PR-1805 if all interested persons will not or are unable to sign the Waiver and Consent.

ATTORNEYS: May file all documents by mail.

FILING FEES: No form fee.
Inventory Filing Fee .2% of assets or a minimum of \$20.00 (per Wis. Stats.)
Please make check payable to Register in Probate.

Phone:
(608) 297-3009
Fax:
(608) 297-9107

Marquette County Courthouse
77 W Park Street
P.O. Box 749
West Bend, WI 53095

Room 205
Office Hours:
Monday – Friday
8:00 a.m. – 4:30 p.m.

PROOFS – please file the following:

Form Number	Name of Form
PR-1817	Affidavit of Mailing (showing when a copy of Will, Application and Notice to Interested Persons was given to all interested persons)
From Newspaper	Proof of Publication (showing when the Order Giving Notice to Creditors or Notice to Interested Persons was printed in the newspaper)
From Register of Deeds	Personal Representative Deed Copy – Or Proof of Recording

OTHER FORMS THAT MAY BE REQUIRED:

Form Number	Name of Form
PR-1820	Petition to Dispense with Guardian ad Litem
PR-1821	Order Dispensing with Guardian ad Litem

CERTIFIED COPIES: If certified copies are required, the cost is \$3.00 for the certificate and \$1.00 for each page copied or compared.

FORMS: A packet of forms is available from the Register in Probate for \$5.00.
You may also access the above forms on the internet at: <http://www.courts.state.wi.us/forms/>

BOOKLET: “A Personal Representative’s Guide to Informal Probate in Wisconsin” available from the Wisconsin Register in Probate Association website: www.wripa.org/

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	Marquette County PROBATE/JUVENILE OFFICE	
GUIDELINE: 3008	TO CLOSE AN INFORMAL PROBATE	Revised: December 15, 2015 Page 1 of 2

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PROOFS – please file the following if estate opened on waivers:

Form Number	Name of Form
From Newspaper	Proof of Publication (showing when the Order Giving Notice to Creditors or Notice to Interested Persons was printed in the newspaper)

INVENTORY (file no later than 6 months from the date the Personal Representative was appointed):

Form Number	Name of Form
PR-1811	Inventory (with schedules) **Fee required when filing - .2% of gross assets (or a minimum of \$20.00)
PR-1817	Affidavit of Mailing for Inventory (indicate when you provided a copy of the Inventory to all other interested parties)

FINAL ACCOUNT – please file:

Form Number	Name of Form
PR-1814	Final Account (with schedules)
PR-1817	Affidavit of Mailing for Final Account (indicate when you provided a copy of the Final Account to all other interested parties)

Note: If you list “Added Property” on Schedule A of the Final Account, please include an additional filing fee when filing this document.

ADDITIONAL REQUIRED FORMS to file:

Form Number	Name of Form
PR-1815	Estate Receipt: a) from creditors when a claim is paid b) from heirs for each distribution (partial or full)
Department of Revenue Form	Closing Certificate for Fiduciaries (obtained from Wisconsin Dept. of Revenue after you file Fiduciary Tax Return) http://www.dor.state.wi.us/html/taxfid.html
PR-1816	Personal Representative’s Statement to Close Estate Due within 18 months of opening estate

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CLAIMS: The Personal Representative or Attorney must check to see if claims have been filed:

- a) Call the Register in Probate Office (please have the case number available or a search fee will be charged) to see if there are any claims on file

OR

- b) Check the case on the internet at: <http://ccap.courts.state.wi.us/internetcourtaccess/>

Note: All claims must be satisfied before an estate can be closed and an Estate Receipt filed for each claim.

OTHER OPTIONAL FORMS (IF NECESSARY):

Form Number	Name of Form
PR-1812	Statement of Termination and Confirmation of Interest(s) in Property
PR-1818	Transfer of Interest in Property
PR-3001	Petition for Extension of Time to File Inventory
PR-	Order Extending Time to File Inventory
PR-3015	Petition for Extension of Time to Close Estate
PR-	Order Extending Time to Close Estate

CERTIFIED COPIES: If certified copies are required, the cost is \$3.00 for the certificate and \$1.00 for each page copied or compared.

FORMS: Forms are available from the Office of the Register in Probate, or

Individual forms may be downloaded from <http://www.courts.state.wi.us/forms/>

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