

	<b>Marquette County Probate Court</b>	
<b>GUIDELINE:</b> 1850	<b>SPECIAL ADMINISTRATION (Formal)</b>	Revised: December 11, 2015 Page 1 of 1

LEASE 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 SPECIAL ADMINISTRATION** proceeding, please file the following:

Form Number	Name of Form
<a href="#">PR-1850.DOC</a> or <a href="#">PR-1850.PDF</a>	<b>Petition for Special Administration</b> - must be signed and notarized *Include approximate value of decedent’s assets, if known as well as the reasons it is necessary to appoint a Special Administrator
	<b>Original Will</b>
<a href="#">PR-1806.DOC</a> or <a href="#">PR-1806.PDF</a>	<b>Proof of Heirship</b>
<a href="#">PR-1846.DOC</a> or <a href="#">PR-1846.PDF</a>	<b>Waiver and Consent (if applicable)</b>
Fees	<b>Filing Fee of \$20.00 (to be applied to any additional inventory fee required)</b>
<a href="#">PR-1851.DOC</a> or <a href="#">PR-1851.PDF</a>	<b>Order Setting Time to Hear Petition (if required)</b> A hearing is mandatory if you are requesting appointment with “all the general powers, duties and liabilities of a personal representative”. If you are requesting specific powers, a hearing is usually not necessary, but may be required.
<a href="#">PR-1807.DOC</a> or <a href="#">PR-1807.PDF</a>	<b>Consent to Serve</b>
<a href="#">PR-1852.DOC</a> or <a href="#">PR-1852.PDF</a>	<b>Proposed Order for Special Administration</b>
<a href="#">PR-1853.DOC</a> or <a href="#">PR-1853.PDF</a>	<b>Proposed Letters of Special Administration</b>

Please note:

- Be sure to complete ALL applicable sections of each form, including the “powers” on both PR-1852 and PR-1853.
- A bond may be required before Letters can be issued. This would be decided by the Court and based on the value of the estate, the type of assets and the terms of the will.
- If you need certified copies of the Letters of Special Administration, the statutory fee applies of \$3.00 for the certificate and \$1.00 for each page to be certified.

**TO CLOSE A SPECIAL ADMINISTRATION**, please file the following:

Form Number	Name of Form
<a href="#">PR-1854.DOC</a> or <a href="#">PR-1854.PDF</a>	<b>Petition for Discharge</b> Additional inventory fee may be required when filing. See Sec. 814.66, Wis. Stats.
<a href="#">PR-1815.DOC</a> or <a href="#">PR-1815.PDF</a>	<b>Estate Receipt</b> One from each heir, with detailed description, if required.
<a href="#">PR-1855.DOC</a> or <a href="#">PR-1855.PDF</a>	<b>Proposed Order Discharging Special Administrator</b>

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(608) 297-3009  
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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.