

	<b>Marquette County Probate Court</b>	
<b>GUIDELINE:</b> 1835	<b>SUMMARY SETTLEMENT</b>	Revised: December 11, 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 SUMMARY SETTLEMENT** proceeding, please file the following:

Form Number	Name of Form
<a href="#">PR-1835.DOC</a> <a href="#">PR-1835.PDF</a>	<b>Petition</b> (optional Special Administration) <b>for Summary Settlement.</b>
	<b>Original Will</b> must be filed with the Petition
Filing Fee	Filing Fee Required (.2% of the assets or a minimum of \$20.00 as required by Sec. 814.66, Wis. Stats)
<a href="#">PR-1806.DOC</a> <a href="#">PR-1806.PDF</a>	<b>Proof of Heirship</b>
<a href="#">PR-1846.DOC</a> <a href="#">PR-1846.PDF</a>	<b>Waiver and Consent</b> from all interested parties
<a href="#">PR-1836.DOC</a> <a href="#">PR-1836.PDF</a>	<b>Proposed Order Notice for Hearing</b> (if needed)

**TO CLOSE A SUMMARY SETTLEMENT** proceeding, please file the following:

Form Number	Name of Form
<a href="#">PR-1817.DOC</a> or <a href="#">PR-1817.PDF</a>	If decedent received any benefits or if information unknown See #9 on petition. <b>Affidavit of Service</b> to Wisconsin Department of Health Services Estate Recovery Program, P.O. Box 309, Madison, WI 53701-0309
<a href="#">PR-1837.DOC</a> or <a href="#">PR-1837.PDF</a>	<b>Proposed Order on Petition for Summary Settlement</b>

**TO ALSO BE APPOINTED SPECIAL ADMINISTRATOR** at the same time you open the Summary Settlement, complete the following:

Form Number	Name of Form
See PR-1835	<b>Use Petition noted above – Complete #11 &amp; #4 on Page 3</b>
<a href="#">PR-1807.DOC</a> <a href="#">PR-1807.PDF</a>	<b>Consent to Serve</b>
<a href="#">PR-1852.DOC</a> <a href="#">PR-1852.PDF</a>	<b>Proposed Order Appointing Special Administrator</b> (if needed)
<a href="#">PR-1853.DOC</a> <a href="#">PR-1853.PDF</a>	<b>Proposed Letters of Special Administration</b> (if needed)

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.

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- 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 Orders or Letters, the statutory fee applies of \$3.00 for the certificate and \$1.00 for each page to be certified.

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

<b>Form Number</b>	<b>Name of Form</b>
<a href="#">PR-1854.DOC</a> <a href="#">PR-1854.PDF</a>	<b>Petition for Discharge</b>
<a href="#">PR-1815.DOC</a> <a href="#">PR-1815.PDF</a>	<b>Estate Receipt</b> One required from each heir
<a href="#">PR-1855.DOC</a> <a href="#">PR-1855.PDF</a>	<b><i>Proposed Order Discharging Special Administrator</i></b>

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