

	Marquette County Probate Court	
GUIDELINE: 1901	OPENING A FORMAL PROBATE (Filed by an attorney only)	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 \$10.00.
- 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 FORMAL PROBATE procedure, please complete and file the following:

Form Number	Name of Form
PR-1901.DOC PR-1901.PDF	Petition for Formal Administration
	Original Will and Codicil (if any)
PR-1806.DOC PR-1806.PDF	Proof of Heirship
GF-131.DOC GF-131.PDF	Order Appointing Guardian ad Litem or Counsel (if required)
PR-1902.DOC PR-1902.PDF	Waiver, Consent and Approval
PR-1807.DOC PR-1807.PDF	Consent to Serve (with acceptance by Resident Agent, if required)
PR-1802.DOC PR-1802.PDF	Declination to Serve or Resignation (if necessary)
PR-1903.DOC PR-1903.PDF	<i>Proposed Order Setting Time to Hear Petition for Administration and Deadline for Filing Claims</i>
PR-1904.DOC PR-1904.PDF	<i>Proposed Order Setting Deadline for Filing Claims (only used if all parties waive notice)</i>
PR-1905.DOC PR-1905.PDF	<i>Proposed Order for Formal Administration</i>
PR-1810.DOC PR-1810.PDF	<i>Proposed Domiciliary Letters (Formal Administration)</i>
PR-1930.DOC PR-1930.PDF	Consent to Serve as Trustee
PR-1931.DOC PR-1931.PDF	<i>Proposed Letters of Trust (if Will contains Testamentary Trust)</i>

BY THURSDAY NOON BEFORE THE HEARING (if on notice) the following must also be filed:

Form Number	Name of Form
PR-1817.DOC PR-1817.PDF	Affidavit of Service (Will, Petition, Order to interested persons)
From Newspaper	Proof of Publication showing when Order Setting Time to Hear Petition for Administration was published.

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

Marquette County Courthouse
77 W Park Street
P.O. Box 749
Montello, WI 53949

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

	Marquette County Probate Court	
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HEARING TO OPEN ESTATE:

- Formal Probate cases are heard on Tuesday mornings with Intake Judge.
- Testimony on Proof of Heirship can be taken at this initial hearing.
- All documents necessary for the hearing must be filed by noon on the Thursday before the hearing date.
- The proposed Personal Representative and Attorney **must appear** at the hearing for appointment of personal representative or admission of Will.

Form Number	Name of Form
PR-1811.DOC PR-1811.PDF	Inventory (with schedules) **Fee required when filing - .2% of gross assets or a minimum of \$20.00 Must be filed by deadline set by Court.
F13033.pdf	Probate Claims Notice (if required)

CLAIMS: The Attorney or the Personal Representative must check <http://wcca.wicourts.gov/index.xsl> to see if claims have been filed or view the file at the Courthouse.

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

FEES: No form fee.

Inventory Filing Fee .2% of gross estate (per Wis. Stats.) or a minimum of \$20.00.

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

Please make checks payable to Marquette County.

TO CLOSE A FORMAL PROBATE:

See next page

	Marquette County Probate Court	
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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#probate>
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- You can fill in “.doc” forms on the internet and then print them.

CLOSING A FORMAL PROBATE

Form Number	Name of Form
From Newspaper	Proof of Publication (showing when the Order Setting Deadline for Filing Claims was published.)
PR-1814.DOC PR-1814.PDF	Final Estate Account (with schedules)
PR-1910.DOC PR-1910.PDF	Petition for Final Judgment
Department of Revenue Form	Closing Certificate for Fiduciaries (obtained from Wisconsin Dept. of Revenue after you file Fiduciary Tax Return)
PR-1911.DOC PR-1911.PDF	Order and Notice for Hearing on Petition for Final Judgment / Account
PR-1902.DOC PR-1902.PDF	Waiver, Consent and Approval
PR-1817.DOC PR-1817.PDF	Affidavit of Services for Final Account and Order and Notice for Hearing Final Account and Petition for Approval of Final Account to all other interested parties
PR-1912.DOC PR-1912.PDF	<i>Proposed</i> Final Judgment
PR-1909.DOC PR-1909.PDF	<i>Proposed</i> Judgment on Claims

HEARING TO CLOSE ESTATE:

Formal Probate cases are heard on Tuesday afternoons.

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

Marquette County Courthouse
77 W Park Street
P.O. Box 749
Montello, WI 53949

Room 205
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Monday – Friday
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	Marquette Probate Division	
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OTHER FORMAL PROBATE FORMS:

Form Number	Name of Form
PR-1815.DOC PR-1815.PDF	Estate Receipts: a) from creditors when a claim is paid b) from each heir for partial or full distributions
PR-1913.DOC PR-1913.PDF	Abridgment of Final Judgment
PR-1914.DOC PR-1914.PDF	Proof of Recording
PR-1915.DOC PR-1915.PDF	Order of Discharge of Personal Representative (Formal Administration)

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

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