

	<b>Marquette County Probate Court</b>	
<b>GUIDELINE:</b> 1316	<b>Ancillary Administration</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 \$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 AN ANCILLARY ADMINISTRATION**, please file the following:

Form Number	Name of Form
<a href="#">PR-1960.DOC</a> <a href="#">PR-1960.PDF</a>	<b>Application for Ancillary Administration.</b>
	<b>Authenticated Will</b> must be filed with the Petition
	<b>Authenticated Letters</b> from foreign jurisdiction (NOTE: Authentication date must be within 30 days of filing)
<a href="#">PR-1817.DOC</a> or <a href="#">PR-1817.PDF</a>	<b>Affidavit of Service</b> {of copy of Application to Foreign Jurisdiction PR if they are not the Ancillary Rep. }
<a href="#">PR-1806.DOC</a> <a href="#">PR-1806.PDF</a>	<b>BOND</b> {NOTE: Bond is <u>required</u> if the ancillary representative is not a Wisconsin Resident per State Statute 868.03(4).}
<a href="#">PR-1807.DOC</a> <a href="#">PR-1807.PDF</a>	<b>Consent to Serve w/Appointment of Resident Agent</b> {When ancillary Representative is NOT a WI resident, Register in Probate is to be resident agent per State Statute 868.03(5) } 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)
<a href="#">PR-1962.DOC</a> <a href="#">PR-1962.PDF</a>	<b>Proposed Ancillary Letters</b>
<a href="#">PR-1963.DOC</a> <a href="#">PR-1963.PDF</a>	<b>Proposed Order for Ancillary Administration</b>

- 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 AN ANCILLARY ADMINISTRATION**, please file the following:

Form Number	Name of Form
<a href="#">PR-1963.DOC</a> or <a href="#">PR-1963.PDF</a>	<b>Petition for Transfer of Residue</b>
<a href="#">PR-1964.DOC</a> or <a href="#">PR-1964.PDF</a>	<b>Proposed Order for Transfer of Residue</b>
Filing Fee	Filing Fee Required (.2% of the Wisconsin assets or a minimum of \$20.00 as required by Sec. 814.66, Wis. Stats)
<a href="#">PR-1815.DOC</a> or <a href="#">PR-1815.PDF</a>	<b>Estate Receipt</b> {for property subject to ancillary proceeding}
<a href="#">PR-1965.DOC</a> or <a href="#">PR-1965.PDF</a>	<b>Proposed Order Discharging Ancillary Representative</b>

- Attorney Licensed to practice in Wisconsin is required.

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.