
SPECIAL ADMINISTRATION PROBATE GUIDELINE

WASHBURN COUNTY
PROBATE OFFICE
10 West 4th Avenue
PO Box 339
Shell Lake WI 54871
PHONE: 715-468-4677
FAX: 715-468-4678

HOURS:
Monday – Friday
8:00 a.m. – 4:30 p.m.

Email:
Shannon.anderson@wicourts.gov

NOTE: This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice; please contact an attorney if you have legal questions.

FILING THE FORMS:

- Complete ALL applicable sections of each form prior to filing them with the Register in Probate office.
- Telephone the Register in Probate office to make an appointment for filing the documents.
- eFiling is now available and if you wish to eFile this proceeding; see the eFiling section at the end of this document.

TO OPEN A SPECIAL ADMINISTRATION: complete and file the originals of the following:

PR – 1850 Filing Fee	Special Administration Petition Statutory filing fee of 0.2% of the assets subject to administration is due or a minimum of \$20.00 if the assets are less than \$10,000.00.
PR – 1846	Waiver and Consent
PR – 1806	Proof of Heirship
PR – 1807	Consent to Serve
PR – 1852	Order for Special Administration including the “powers” section
PR – 1853	Letters of Special Administration including the “powers” section
Original	Will and any Codicils (unless already filed with the Court)

FORMS TO FILE WHEN A HEARING IS REQUIRED:

PR – 1851	Order Setting Time to Hear Petition for Special Administration: A hearing may be required by the Court if you are requesting appointment with “all the general powers, duties and liabilities as personal representative”. If you are requesting “specific powers”, a hearing is usually not necessary, but may also be required by the Court.
PR – 1817	Affidavit of Service showing proof that form PR-1851 was mailed to every person entitled to notice.
Original	Proof of Publication

- **BOND:** May be required before Letters are issued; determination made by the Court.

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TO CLOSE A SPECIAL ADMINISTRATION: complete and file the originals of the following:

- PR – 1854 **Petition for Discharge of Special Administrator**
- PR – 1815 **Estate Receipt** from heirs/beneficiaries
- PR – 1855 **Order Discharging Special Administrator**

CERTIFIED COPIES:

- \$3.00 for the certification and \$1.00 for each page copied and compared.
- If requested through the mail, please enclose a self-addressed, stamped envelope together with the correct fee.

FORMS:

- additional/duplicate forms can be found at: www.wicourts.gov

EFILING:

- To register for an eFiling account: www.wicourts.gov
- Click **eFile/eCourts** on the tool bar
- Click on the **Circuit Court eFiling** from the drop down
- Follow the instructions to register for an eFiling account and filing instructions