
MINOR GUARDIANSHIP

Jackson County
Register in Probate
307 Main Street
Black River Falls, WI 54615

Hours:
Monday-Friday
8:00 AM - 4:30 PM

Phone: 715-284-0286

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 or complete forms for you; please contact an attorney if you have legal questions.

TO OPEN A *PERMANENT* MINOR GUARDIANSHIP: read the forms prior to completing them; once completed; file the following with the Register in Probate office:

- GN - 3290 Petition for guardianship of Minor
- GN - 3300 Order and Notice of Hearing Petition for Guardianship of Minor
- GN - 3310 Waiver and Consent to Petition guardianship of Minor
- GN - 3140 Statement of Acts by Proposed Guardian and Consent to Serve as Guardian
- GN - 3320 Nomination of Guardian by a Minor

HEARING/GIVING NOTICE:

- A hearing will be scheduled. Copies of the Petition and the Order for Hearing will be provided to the petitioner.
- The petitioner is responsible for serving the Petition and the Order for Hearing at least 10 days prior to the hearing as follows: by personal service on the proposed ward; by mail or personal service on all interested parties listed on the petition.
- A Guardian ad Litem (GAL) will be appointed for the minor in a permanent guardianship. The Court will determine who shall pay the GAL's fees.

PRIOR TO THE COURT HEARING: file the following documents:

- GN - 3120 Affidavit of Service, showing that the petitioner complied with sec. 54.38, Wis. Stats., for notice requirements.
- GN - 3330 Determination and Order on Petition for Guardianship of Minor
- GN - 3340 Letters of Guardianship of the Person of Minor
- GN - 3345 Letters of Guardianship of the Estate of Minor

CERTIFIED COPIES: Letters of Guardianship are available from the Register in Probate Office. The certification fee is \$3.00, plus \$1.00 for each page copied and certified. Requests for certified copies may be made in person or by mail. If the request is by mail, please enclose the correct fee and a stamped, self-addressed return envelope. Payment must be received before the issuance of certified copies.

ADDITIONAL INFORMATION: After the hearing, general information about guardianships will be sent to the guardian.

NOTE: if you are appointed permanent guardian of the estate of the minor, an inventory is due 60 days after appointment. A statutory inventory filing fee is due when the inventory is filed. The fee is .2% of the assets or a minimum of \$20.00 if the assets are under \$50,000.00. See sec. 814.66, Wis. Stats. The guardian of the estate is required to file an annual account each year with the court.

FORMS: the forms listed above can be found at: www.wicourts.gov