

**JACKSON COUNTY  
REGISTER IN PROBATE/JUVENILE CLERK OFFICE  
307 MAIN STREET, ROOM C207  
BLACK RIVER FALLS WI 54615**

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## **ANCILLARY ADMINISTRATION**

***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.*

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**TO OPEN AN ANCILLARY ADMINISTRATION:** Complete and file the originals of the following:

- PR – 1960      Application for Ancillary Administration
- PR – 1966A      Consent to Serve as Ancillary Representative
- PR – 1966B      Consent to Serve Acceptance by Resident Agent
- PR – 1817      Affidavit of Service
- PR – 1961      Order for Ancillary Administration
- PR-1862      Ancillary Letters
- Will      Authenticated copy of Will and
- Letters      Authenticated copy of Letters from foreign jurisdiction
- Bond      *Per statute, bond is required if the ancillary representative is not a Wisconsin Resident*

**AFTER PR APPOINTMENT:** Complete and file the originals of the following:

- PR – 1963      Petition for Transfer of Residue
- Filing Fee      **Statutory inventory filing fee of 0.2% of the assets or a minimum of \$20.00 is due when the petition is filed.**
- PR – 1964      Order for Transfer of Residue
- PR - 1815      Estate Receipt  
*For property subject to ancillary proceeding, signed by foreign PR*
- PR – 1965      Order Discharging Ancillary Representative

**CERTIFIED COPIES:** If requested, are \$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](http://www.wicourts.gov).