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## SPECIAL ADMINISTRATION

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

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**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.

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

PR - 1850 Filing Fee	<b>Special Administration Petition</b> Statutory inventory filing fee of 0.2% of the assets is due on the value of the Assets or a minimum of \$20.00 if the assets are less than \$10,000.00
PR - 1846	<b>Waiver and Consent</b>
PR - 1806	<b>Proof of Heirship</b>
PR - 1807	<b>Consent to serve</b>
PR - 1852	<b>Special Administration - Order Appointing Special Administrator</b>
PR - 1853	<b>Letters of special Administration</b>
Original	Will and any Codicils (unless already files with the Court)

**FORMS TO FILE WHEN A HEARING IS REQUIRED:**

PR - 1851	<b>Special Administration Order Setting Time to Hear Petition</b> A hearing may be required by the court if you are requesting appointment with "all 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	<b>Affidavit of Mailing</b> showing proof that form PR - 1851 was mailed to every Person entitled to notice.
Original	<b>Proof of Publication</b>

- **FILING THE FORMS;** be sure to complete ALL applicable sections of each form, including the "powers" section on both PR - 1852 and PR - 1853.
- **BOND;** May be required before Letters are issued, determination made by the Court.
- **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](http://www.wicourts.gov)

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

PR - 1854	<b>Special Administration - Petition for Discharge</b>
PR - 1815	<b>Estate Receipt</b> from heirs/beneficiaries
PR - 1855	<b>Special Administration - Order of Discharge</b>