

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

**ELIZABETH E. STORLIE**

Register in Probate/Deputy Juvenile Clerk  
715-284-0286

**TRISHA RONDORF**

Juvenile Clerk/Deputy Register in Probate  
715-284-0288

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## **SPECIAL ADMINISTRATION**

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

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- Filing Fee 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 – 1806 Proof of Heirship
- PR – 1846 Waiver and Consent
- PR – 1807 Consent to Serve
- Original Will and any Codicils (copy to be provided to all interested persons)
- PR-1845 Proof of Will
  
- 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 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 – 1852 Order for Special Administration
- PR – 1853 Letters of Special Administration
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- PR – 1817 Affidavit of Mailing 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. If required, file:

- PR – 1809A Signature Bond in Estate or Trust Proceedings
- PR – 1809B Court Approval of Signature Bond in Estate or Trust Proceedings.

**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.

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

- PR – 1814 Estate Account
- PR – 1815 Estate Receipt (from heirs/beneficiaries)
- PR – 1854 Petition for Discharge of Special Administrator
- PR – 1855 Order Discharging Special Administrator

**FORMS:** Additional/duplicate forms can be found at: [www.wicourts.gov](http://www.wicourts.gov).



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

**ELIZABETH E. STORLIE**

Register in Probate/Deputy Juvenile Clerk  
715-284-0286

**TRISHA RONDORF**

Juvenile Clerk/Deputy Register in Probate  
715-284-0288

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## **SPECIAL 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 A SPECIAL ADMINISTRATION:** Complete and file the originals of the following:

- PR – 1850 Petition for Special Administration
- Filing Fee 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 – 1806 Proof of Heirship
- PR – 1846 Waiver and Consent
- PR – 1807 Consent to Serve
- Original Will and any Codicils (copy to be provided to all interested persons)
- PR-1845 Proof of Will
  
- 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 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 – 1852 Order for Special Administration
- PR – 1853 Letters of Special Administration
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