

**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

SUMMARY SETTLEMENT

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 SUMMARY SETTLEMENT: Complete and file the originals of the following:

- PR – 1835 Petition for Settlement Summary
- 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.
- Original Will and any Codicils (copy to be provided to all interested persons)
- PR – 1846 Waiver and Consent
- PR – 1836 Notice and Order for Hearing on Petition for Summary Settlement

TO CLOSE A SUMMARY SETTLEMENT: Complete and file the originals of the following:

- PR – 1837 Order on Petition for Summary Settlement
- PR – 1817 Affidavit of Mailing *Showing proof that form PR – 1836 was mailed to every Person entitled to notice, OR*
- Original Proof of Publication *If the Court required publication of PR-1836*

TO BE APPOINTED SPECIAL ADMINISTRATOR: Complete the following forms and file with the Summary Settlement Petition:

- PR – 1807 Consent to Serve
- PR – 1852 Order Appointing Special Administrator
Only required if the Summary Settlement Findings and Order is not signed immediately.
- PR – 1853 Letters of 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.

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

- PR – 1815 Estate Receipt (from heirs/beneficiaries)
- PR – 1854 Petition for Discharge of Special Administrator
- 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.