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## SPECIAL ADMINISTRATION

DUNN COUNTY  
REGISTER IN PROBATE OFFICE  
615 STOKKE PKWY, SUITE 1500  
MENOMONIE, WI 54751

HOURS:  
MONDAY – FRIDAY  
8:00 AM – 4:30 PM

PHONE: 715-232-6782

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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.

### **FILING THE FORMS:**

- Complete ALL applicable sections of each form prior to filing them with the Register in Probate office.
- Telephone the Register in Probate office to make an appointment for filing the documents.
- eFiling is now available and if you wish to eFile this proceeding; see the eFiling section at the end of this document.

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

PR – 1850 Filing Fee	<b>Special Administration Petition</b> Statutory filing fee of <b>0.2%</b> of the assets subject to administration is due 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>Order for Special Administration including the “powers” section</b>
PR – 1853	<b>Letters of Special Administration including the “powers” section</b>
Original	Will and any Codicils (unless already filed with the Court)

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

PR – 1851	<b>Order Setting Time to Hear Petition for Special Administration:</b> A hearing may be required by the Court if you are requesting appointment with “all the 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 Service</b> showing proof that form PR-1851 was mailed to every person entitled to notice.
Original	<b>Proof of Publication</b>

- **BOND:** May be required before Letters are issued; determination made by the Court.

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

PR – 1854	<b>Petition for Discharge of Special Administrator</b>
PR – 1815	<b>Estate Receipt</b> from heirs/beneficiaries
PR – 1855	<b>Order Discharging Special Administrator</b>

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### **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)

### **EFILING:**

- To register for an eFiling account: [www.wicourts.gov](http://www.wicourts.gov)
- Click **eFile/eCourts** on the tool bar
- Click on the **Circuit Court eFiling** from the drop down
- Follow the instructions to register for an eFiling account and filing instructions