

**MARATHON COUNTY
SPECIAL ADMINISTRATION CHECK LIST**

Wisconsin Statute Chapter 879

Forms can be downloaded from: www.wicourts.gov

- PR-1850 Special Administration Petition
Filing Fee: .2% if value over \$10,000 or \$20 if under \$10,000
- PR-1846 Waiver and Consent
- PR-1806 Proof of Heirship
- PR-1807 Consent to Serve
- PR-1852 Special Administration – Order Appointing Special Administrator
- PR-1853 Letters of Special Administration
- Original Will and Codicil(s)—if any

If a hearing is needed:

- PR-1851 Special Administration Order Setting Time to Hear Petition
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. A hearing is also required if you do not have all waivers from interested persons.
- PR-1817 Affidavit of Mailing—for the Special Administration Order Setting Time to Hear Petition
- Proof of Publication

Once the above documents are completed, call the Probate office at 261-1260 to schedule an appointment. Bring the above-entitled documents and this check list to your appointment.

Special Administration cases take approximately 3 months to close. If additional time is needed a Petition to Extend Time will need to be filed with the Probate Office.

To close a special administration:

- PR-1854 Special Administration – Petition for Discharge
- PR-1815 Estate Receipt for heirs/beneficiaries
- PR-1855 Special Administration – Order of Discharge

If the result of this case involves a law suit with a settlement, an inventory will also need to be filed with the appropriate filing fee