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## SPECIAL ADMINISTRATION

CHIPPEWA COUNTY  
PROBATE OFFICE  
711 NORTH BRIDGE STREET  
CHIPPEWA FALLS, WI 54729

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

PHONE: 715-726-7737

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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	<b>Petition for Special Administration</b>
Filing Fee	Statutory inventory filing fee of <b>0.2%</b> 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	<b>Proof of Heirship</b>
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 – 1846	<b>Waiver and Consent</b>
PR – 1807	<b>Consent to Serve</b>
PR – 1852	<b>Order for Special Administration</b>
PR – 1853	<b>Letters of Special Administration</b>
Original	Will and any Codicils (unless already filed with the Court)

\*Affidavit of Publication from the newspaper and form PR – 1817 Affidavit of Service showing proof that the Order Setting Time to Hear Petition was mailed to the interested persons is required by the Court before Letters of Special Administration will be issued.

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