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## PROTECTIVE PLACEMENT/SERVICES

CHIPPEWA COUNTY  
PROBATE OFFICE  
711 N. BRIDGE ST.  
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 or complete the forms for you; please contact an attorney if you have legal questions.

**TO OPEN A *PROTECTIVE PLACEMENT/SERVICES WITH A GUARDIANSHIP***, complete and file the following with the Register in Probate office:

- GN – 4040 Petition for Protective Placement/Protective Services

### HEARING/GIVING NOTICE:

- A hearing will be scheduled for the guardianship and protective placement/services. Use the same Order and Notice of Hearing form used for the guardianship to notify the proposed ward.
- The petitioner is responsible for serving the Petition for Protective Placement/Services on the proposed ward with the other guardianship documentation.

**PRIOR TO THE COURT HEARING**, file the following document:

- Comprehensive Evaluation (obtained through Human Services Department)  
 GN – 4060 Order on Petition for Protective Placement or Protective Services

**TO OPEN A *PROTECTIVE PLACEMENT/SERVICES WITH AN EXISTING GUARDIANSHIP***, complete and file the following with the Register in Probate office:

- GN – 4040 Petition for Protective Placement/Protective Services  
 GN – 3110 Order and Notice of Hearing  
 GF – 0131 Order Appointing Guardian ad Litem  
 GN – 3115 Waiver and Consent

### HEARING/GIVING NOTICE:

- A hearing will be scheduled within 60 days (unless an extension is requested for an additional 45 days). Copies of the Petition and the Order for Hearing will be provided to the petitioner.
- The petitioner is responsible for serving the Petition and the Order for Hearing at least 10 days prior to the hearing as follows: personal service on the proposed ward; service on all interested parties listed on the petition by mail or personal service.
- The Court will appoint a Guardian ad Litem but the petitioner is responsible to pay the GAL fees.

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**PRIOR TO THE COURT HEARING**, file the following documents:

- GN – 3120 Affidavit of Service showing that the petitioner complied with sec. 55.09(1) & (2), Wis. Stats.
- GN – 3130 Examination Report of M.D./Ph.D. if existing guardianship has been open for a one year or more (available at Register in Probate Office)
- Comprehensive Evaluation (obtained through Human Services Department)
- GN – 3160 Report of Guardian ad Litem
- GN – 4060 Order on Petition for Protective Placement or Protective Services

**FEES:** If the Register in Probate Office supplies the forms, a \$3.00 form fee is charged.

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