
MINOR GUARDIANSHIP

PIERCE COUNTY
PROBATE OFFICE
414 W. MAIN STREET
ELLSWORTH, WI 54011

HOURS:
MONDAY – FRIDAY
8:00 AM – 5:00 PM

PHONE: 715-273-6752

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 *PERMANENT* MINOR GUARDIANSHIP: complete and file the following:

- GN – 3290 Petition for Guardianship of Minor
- GN – 3300 Order and Notice of Hearing Petition for Guardianship of Minor
- GN – 3310 Waiver and Consent to Petition for Guardianship of Minor
- GN – 3140 Statement of Acts by Proposed Guardian and Consent to Serve as Guardian
- GN – 3320 Nomination of Guardian by a Minor

HEARING/GIVING NOTICE:

- A hearing will be scheduled. 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: by personal service on the proposed ward; by mail or personal service on all interested parties listed on the petition.
- A Guardian ad Litem (GAL) will be appointed for the minor in a permanent guardianship. The court will determine who shall pay the GAL's fees.

PRIOR TO THE COURT HEARING: file the following documents:

- GN – 3330 Determination and Order on Petition for Guardianship of Minor
- GN – 3340 Letters of Guardianship of the Person of Minor
- GN – 3345 Letters of Guardianship of the Estate of Minor
- GN – 3120 Affidavit of Service, showing that the petitioner complied with sec. 54.38, Wis. Stats., for notice requirements.

CERTIFIED COPIES: Letters of Guardianship are available from the Register in Probate office. The certification fee \$3.00 per certified copy, plus \$1.00 for each page copied. Requests for certified copies may be made in person or by mail. If the request is by mail, please enclose the correct fee **and** a stamped, self-addressed return envelope. Payment must be received before the issuance of certified copies.

ADDITIONAL INFORMATION: After the permanent guardianship hearing, general information about guardianships will be sent to the guardian.

NOTE: if you are appointed permanent guardian of the estate of the minor, an inventory is due 60 days after appointment. A statutory inventory filing fee is due when the inventory is filed. The fee is .2% of the assets or a minimum of \$20.00 if the assets are under \$50,000.00. See sec. 814.66, Wis. Stats. The guardian of the estate is required to file an annual account each year with the court.

FORMS: Forms can be found at: www.wicourts.gov