
SPECIAL ADMINISTRATION

PIERCE COUNTY
PROBATE OFFICE
414 W. MAIN STREET
ELLSWORTH, WI 54001

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; please contact an attorney if you have legal questions.

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

PR-1850	Petition for Special Administration
Filing Fee	Statutory invention filing fee of 0.2% 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-1851	Order Setting Time to Hear Petition for Special Administration* 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	Waiver and Consent
PR-1807	Consent to Serve
PR-1852	Order for Special Administration
PR-1853	Letters of Special Administration
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

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

PR-1854	Petition for Discharge of Special Administrator
PR-1815	Estate Receipts from heirs/beneficiaries
PR-1855	Order Discharging Special Administrator