
SUMMARY SETTLEMENT

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 SUMMARY SETTLEMENT: Complete and file the originals of the following:

PR-1835	Petition for Summary Settlement
PR-1846	Waiver and Consent
PR-1836	Order and Notice for Hearing on Petition for Summary Settlement (optional: In most instances a hearing is not required)
Original	Will and any Codicils (unless already filed with the court)
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

- **FILING THE FORMS:** Be sure to complete ALL applicable sections of each form prior to filing them with the Probate office.
- **NOTE:** If you need to be appointed Special Administrator, complete questions 8 and 10 on page 3 of the Summary Settlement Petition; see below.

TO CLOSE A SUMMARY SETTLEMENT: Complete and file the originals of the following:

PR-1837	Order on Petition for Summary Settlement: Make sure all sections of this form are complete, including page 3 under "Person(s) Entitled to Receive"
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TO BE APPOINTED SPECIAL ADMINISTRATOR: Complete the following forms and file with the Petition for Summary Settlement:

PR-1807	Consent to Serve
PR-1852	Order for Special Administration: Only required if the Order on Petition for Summary Settlement is not signed immediately.
PR-1853	Letters of 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.

TO CLOSE THE 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

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.