
MINOR GUARDIANSHIP OF ESTATE

ST. CROIX COUNTY
PROBATE OFFICE
1101 CARMICHAEL RD
HUDSON WI 54016

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

PHONE: 715-386-4619

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: read the forms prior to completing them; once completed, file the following with the Register in Probate office:

- ☐ GN – 3290 Petition for Temporary/Permanent Guardianship (Minor Guardianship of the Estate)
- ☐ GN – 3310 Waiver and Consent to Petition for Guardianship (Minor Guardianship of the Estate)
- ☐ GN – 3320 Nomination of Guardian (Minor Guardianship of the Estate)
- ☐ GN – 3145 Statement of Acts by Proposed Guardian and Consent to Serve (Minor Guardianship of the Estate)
- ☐ GN – 3300 Order and Notice of Hearing Petition for Guardianship (Minor Guardianship of the Estate)

SCHEDULING HEARING/SERVICE OF DOCUMENTS:

- A hearing will be scheduled within 90 days after the petition is filed. Copies of the Petition and the Notice of Hearing will be provided to the petitioner.
- The petitioner is responsible for serving the Petition and the Notice of 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 – 3122 Affidavit of Service (Minor Guardianship of the Estate)
- ☐ GN – 3123 Certificate of Service (Minor Guardianship of the Estate)
- ☐ [proposed] GN – 3330 Determination and Order on Petition for Guardianship (Minor Guardianship of the Estate)
- ☐ [proposed] GN – 3345 Letters of Guardianship (Minor Guardianship of the Estate)

CERTIFIED COPIES: Certified Letters of Guardianship are available from the Register in Probate Office. The certification fee is \$3.00, plus \$1.00 for each page copied and certified. 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.

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GUARDIANSHIP INVENTORY: The inventory of the ward's assets and the statutory inventory filing fee are due 60 days after appointment. 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. Complete the form and file with the Register in Probate office with the appropriate filing fee after the letters of guardianship are issued (signed).

☐ GN – 3445 Guardianship Inventory (Minor Guardianship of the Estate)

FORMS: the forms listed above can be found at: www.wicourts.gov. Select: Forms, Circuit Court, Guardianship, Chapter 54 Guardianships, Minor Estate