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## TEMPORARY MINOR GUARDIANSHIP OF ESTATE

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

PHONE: 715-386-4619

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

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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 TEMPORARY 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 – 3300 Order and Notice of Hearing Petition for Guardianship (Minor Guardianship of the Estate)
- GN – 3235 Consent to Serve as Temporary Guardian (Minor Guardianship of the Estate)
- GN – 3122 Affidavit of Service (Minor Guardianship of the Estate)
- GN – 3123 Certificate of Service (Minor Guardianship of the Estate)
- [proposed] GN – 3255 Order on Petition for Temporary Guardianship (Minor Guardianship of the Estate)
- [proposed] GN – 3267 Letters of Temporary Guardianship (Minor Guardianship of the Estate)

### SCHEDULING HEARING/SERVICE OF DOCUMENTS:

- The Register in Probate office will schedule a hearing on the temporary guardianship petition no earlier than 48 hours 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 on all interested parties.
- The petitioner shall serve/give notice of the Petition and the Notice of Hearing on the proposed ward before the hearing or not later than 3 calendar days after the temporary hearing. If notice is served after the hearing, the petitioner shall include the court's order (if entered).
- The Court will appoint a Guardian ad Litem (GAL) for a temporary minor guardianship proceeding. The Court will determine who shall pay the GAL's fees.

### GUARDIANSHIP INVENTORY:

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

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\$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)

### TIMELINES:

- The temporary guardianship is valid for 60 days and can be renewed for an additional 60 days.
- A Petition to Extend Temporary Guardianship must be filed with the Court **prior** to the expiration of the first 60 days.

GN – 3275 Petition to Extend Temporary Guardianship (Minor Guardianship of the Estate)  
 [proposed] GN – 3285 Order on Petition to Extend Temporary Guardianship (Minor Guardianship of the Estate)

- If the Court does not timely receive the Petition to Extend Temporary Guardianship and Order on Petition to Extend Temporary Guardianship, the temporary guardianship will expire.
- The file will be closed and the temporary guardianship will expire after either the first 60 days expiration date (if not extended) or after the second 60 days expiration date.
- During the term of the temporary guardianship, a hearing may be held *prior* to the expiration date to hear the request for a permanent guardian, if filed.
- **Note:** pursuant to 54.50(2), Wis. Stats., the court may impose no further temporary guardianship on the ward for at least 90 days after the expiration of the temporary guardianship.

**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.

**FORMS:** the forms listed above can be found at: [www.wicourts.gov](http://www.wicourts.gov). Select: Forms, Circuit Court, Guardianship, Chapter 54 Guardianships, Temporary