
SUMMARY SETTLEMENT

ST. CROIX COUNTY
PROBATE OFFICE
1101 CARMICHAEL ROAD
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; please contact an attorney if you have legal questions.

FILING THE FORMS:

- o Complete ALL applicable sections of each form prior to filing them with the Probate office.
- o Telephone the Register in Probate office to make an appointment for filing the documents.
- o eFiling is now available and if you wish to eFile this proceeding see the eFiling section at the end of this document.

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 (<u>optional</u> ; in most instances a hearing is not required)
Original Filing Fee	Will and any Codicils (unless already filed with the Court) A statutory filing fee of 0.2% of the net value of property subject to administration is due or a minimum of \$20.00 if the assets are less than \$10,000.00 when you file the opening documents.

NOTE: if you need to be appointed Special Administrator, complete questions 11 and 4 on page 3 of the Petition for Summary Settlement; see next section.

TO BE APPOINTED SPECIAL ADMINISTRATOR: complete the following forms and file with the Summary Settlement Petition:

PR - 1807	Consent to Serve
PR - 1852	Order for Special Administration: only required if the Summary Settlement Findings and Order 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 be required by the Court.

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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PR – 1817 **Affidavit of Service** showing proof that form PR-1836 was mailed to every person entitled to notice. OR
Original **Proof of Publication** if the Court required publication of form PR-1836.

TO CLOSE THE SPECIAL ADMINISTRATION: complete and file the originals of the following:

PR – 1854 **Petition for Discharge of Special Administrator**
PR – 1815 **Estate Receipt** 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

EFILING:

- To register for an eFiling account: www.wicourts.gov
- Click **eFile/eCourts** on the tool bar
- Click on the **Circuit Court eFiling** from the drop down.
- Follow the instructions to register for an eFiling account and filing instructions.