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Marquette County Circuit Court
 Register in Probate Office

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FORMAL PROBATE

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PLEASE NOTE: This Guideline is provided as a public service and is not intended to be legal advice. If you have any questions about the form or the procedure, please contact an attorney, as Probate staff members cannot give legal advice.

“A Personal Representative’s Guide to Informal Estate Administration in Wisconsin” is available at www.wriipa.org, which is a guide to help you through the estate administration process.

All forms are available at <http://www.wicourts.gov/forms1/circuit.htm>
 (If you do not have the ability to download and print, please call the Register in Probate office at (608)297-3009.)

DOCUMENTS TO OPEN A NEW FORMAL PROBATE procedure, please complete and file the following:

<i>Completed</i>	<i>Form Number</i>	<i>Name of Form</i>
	PR-1901	Petition for Formal Administration
	Original	Original Will and Codicil <ul style="list-style-type: none"> • provide copy of to all interested person
	PR-1806	Proof of Heirship
	GF-131A	Order Appointing Guardian ad Litem (GAL) (if required) OR
	PR1820 PR-1821	Petition to Dispense with Guardian ad Litem (if required) Order Dispensing with Guardian ad Litem (if required)
	PR-1902	Waiver, Consent and Approval (all interested parties per §851.21 Wis. Stats. will need to sign)
	PR-1807	Consent to Serve as Personal Representative
	PR-1802	Declination to Serve or Resignation (if necessary)
	PR-1904	Order Setting Deadline for Filing Claims (use if all interested person have signed a waiver, consent & approval) OR
	OR PR-1903	Order Setting Time to Hear Petition for Administration and Deadline for Filing Claims (use if all interested persons will not or are unable to sign the waiver and consent) <ul style="list-style-type: none"> • Affidavit of Mailing (PR-1817) – to be filed prior to the hearing date to provide proof notice was given to all interested person.
	PR-1905	Order for Formal Administration
	PR-1809A	Signature Bond/Surety Bond (if bond will be required)
	PR-1810	Domiciliary Letters
Additional documents only if Testamentary Trust was created by the Will:		
	PR-1930	Consent to Serve as Trustee
	PR-1931	Letters of Trust
Mailed by the court	PR-1832	Notice of Administration Estate Deadlines – gives the deadlines for filing inventory and closing the estate

TO CLOSE AN INFORMAL PROBATE procedure, please complete and file the following:

INVENTORY (filed no later than 6 months from the date of the Personal Representative was appointed):

Completed	Form Number	Name of Form
	PR-1811	Inventory (with Schedules) **Fee required when filing - .2% of net total assets (or a minimum of \$20.00)
	PR-1817	Affidavit of Mailing for Inventory (indicates when you provided a copy of Inventory to all other interested parties)
Documents to request extension of any deadlines:		
	PR-1833	Petition for Extension of Time to File Inventory or to Close Estate – only used if you can not meet the 6 month deadline
	PR-1834	Order Extending Time to File Inventory or to Close Estate

CLAIMS AGAINST ESTATE:

Completed	Form Number	Name of Form
	CLAIMS	The Personal Representative or Attorney must check to see if claims have been filed: <ul style="list-style-type: none"> Check the case on the internet at: https://wcca.wicourts.gov/case.html Wisconsin Circuit Court Access case search by decedent's name Call the Register in Probate Office (please have the case number available)
	PR-1815	Estate Receipt – All claims must be satisfied before an estate can be closed. Each claimant must sign an Estate Receipt to show that his or her claim has been satisfied.
	PR-1909	Judgment on Claims

DOCUMENTS TO CLOSE THE ESTATE:

Completed	Form Number	Name of Form
	From Newspaper	Proof of Publication (showing when the Deadline for Filing Claim/Notice to Interested Person was printed in the newspaper)
	F-13033	Probate Claim Notice (if required, per §859.07(2) Wis. Stats. (obtained Wisconsin Department of Health Services - https://www.dhs.wisconsin.gov/forms/f1/f13033.pdf)
	PR-1814	Final Account (with schedules)
	Additional Filing fee	If you listed "Added Property" on the Schedule A of the Final Account, an additional filing fee will need to be paid when filing this document.
	Department of Revenue Form	Closing Certificate for Fiduciaries (obtained from Wisconsin Dept. Revenue - https://www.revenue.wi.gov/Pages/home.aspx after you file Fiduciary Tax Return)
	PR-1910	Petition for Final Judgment
	PR-1911	Order and Notice for Hearing on Petition for Final Judgment
	PR-1902	Waiver, Consent and Approval
	PR-1817	Affidavit of Mailing <ul style="list-style-type: none"> Proof of mailing to interested parties the Final Account, Petition and Order & Notice of Hearing
	PR-1912	Final Judgment
	PR-1913	Abridgment of Final Judgment
	PR-1914	Proof of Recording
	PR-1815	Estate Receipt: <ul style="list-style-type: none"> From each heir for each distribution
	PR-1915	Order of Discharge or Personal Representative (Formal Administration)
Documents to request extension of any deadlines:		
	PR-1833	Petition for Extension of Time to File Inventory or to Close Estate – only used if you can not meet deadline to close
	PR1834	Order Extending Time to File Inventory or to Close Estate

COPIES:

Cost of copies is \$1.00 for each page copied or compared and a certified copy is \$1.00 per page and \$3.00 for certification per document, per §814.66 Wis. Stats.

Resources: Wisconsin Court Website (CCAP) for case search and forms: www.wicourts.gov
Wisconsin Register in Probate Association website: www.wripa.org
Wisconsin State Law Library: www.wilawlibrary.gov
Wisconsin State Legislature: www.legis.wisconsin.gov