

	Register in Probate Dodge County Justice Facility 210 West Center Street Juneau, WI 53039-1091 Telephone: (920) 386-3550	
	Petitioning for Guardianship of Minor Estate Only Ch. 54, Wis. Stats.	

Note: These are guidelines for establishing a minor guardianship of the **estate only**. This guideline is provided as a public service and is not intended to be legal advice. For information on how to petition the court for guardianship of the estate of a minor, please contact the Dodge County Register in Probate office at (920) 386-3550.

- ❖ A packet of forms is available from the Register in Probate for \$5.00.
- ❖ You may access all probate forms on the internet at: <http://www.wicourts.gov/forms1/circuit.htm>
- ❖ If you do not understand the forms or your duties as the petitioner, please seek advice from an Attorney.
- ❖ Complete the above forms and call (920) 386-3550 for an appointment. You must provide the Court with the original and enough copies for all interested persons to be served. See §54.38, Wis. Stats regarding your responsibility to serve all parties.
- ❖ At your appointment, you will be given an Order Appointing a Guardian ad Litem and an Order and Notice of Hearing. These documents need to be served on the ward, any current guardian and on any other interested parties along with any other forms filed with the court.

FORMS

GN-3290	Petition for Appointment of Guardian Full/Limited/Temporary This guardianship form requests the court to appoint a guardian for a estate of a child under Ch. 54, Wis. Stats. Use JN-1580 to Petition for Guardianship of the Person (Minor).
GN-3145	Statement of Acts by Proposed Guardian and Consent to Serve as Guardian (Minor Guardianship of Estate) Must be filed no later than 96 hours prior to the hearing
GN-3310	Waiver and Consent to Petition for Guardianship of Minor (of the Estate)
GF-150	Uniform Child Custody Jurisdiction and Enforcement Act Affidavit
GN-3320	Nomination of Guardian by a Minor (Age 14 or older must appear at the hearing)
GN-3300	Order and Notice of Hearing Petition for Guardianship (of the Estate)
Court Order	Court will generate an Order Appointing Guardian ad Litem or Attorney
GAL Fees	Dodge County requires a GAL fee deposit. \$250.00 (each additional child is an additional \$50.00). You will be responsible for any additional fees charged by the GAL.

Court Hearing: If the petition complies with §54.34, Wis. Stats., a hearing on the petition will be scheduled before a judge. The Petitioner and proposed Guardian must be present in court to testify at the hearing. The Court is required to conclude the petition within 90 days of filing.

Service of Documents: Refer to §54.38(2), Wis. Stats. For methods of service, time limits, and interested persons. The Dodge County Attorney must be served. Note: a minor 14 years of age or older must be personally served. Failure to provide notice as required by statute will deprive the Court of jurisdiction over this case and the case may be dismissed or the hearing may be rescheduled.

All documents necessary for the hearing must be filed at least 96 hours (4 days) prior to hearing.

Report of GAL	Report of Guardian ad Litem (Minor Guardianship of the Estate) The GAL will file this report directly with the Court.
GN-3122	Affidavit of Service (Minor Guardianship of the Estate) Notice to interested parties listed (including Dodge County Attorney)
GN-3123	Certificate of Service (Minor Guardianship of the Estate) Personal services must be given to a minor 14 years of age or older.
GN-3190	Signature Bond (if required) in some cases, a surety bond may be required by the Court.
GN-3330	Proposed Determination and Order on Petition for Guardianship of Minor
GN-3345	Proposed Letters of Guardianship of the Estate of Minor

After Appointment of Guardian:

- ❖ Copies of Documents: Make copies of all documents for your records before you file the documents with our office. If staff makes copies for you, there is a \$1.00/page fee per §814.66, Wis. Stats.
- ❖ Certified Copies: If certified copies are required, the statutory cost is \$3.00 for the certificate and \$1.00 for each page copied or compared per §814.66, Wis. Stats.

If you are appointed **GUARDIAN OF THE ESTATE** you must:

- ❖ File an inventory (see link below) within **60 days** listing all of the assets of the ward (even if zero assets) as of the date you are appointed and pay the mandatory inventory filing fee (see below).
- ❖ File an annual Account of the Guardian Form [GN-3500](#) listing all financial activity from the time you are appointed to December 31 of the same year. The annual account must be filed no later than April 15. The probate court office will mail out this form each year. If you do not receive it, it is your responsibility to obtain a blank form from <http://www.wicourts.gov/forms1/circuit.htm>.

GN-3445	Guardianship Inventory and filing fee required due within 60 days of appointment. Please see §54.60, Wis. Stats. \$20 filing fee, if the total net assets are \$50,000 or less. If total net assets are \$50,000.01 and over, a filing fee of .2% of the value of assets.
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Failure to file the Guardianship Inventory or Annual Account will result in an Order to Show Cause for you to appear before the Court.