

## MINOR GUARDIANSHIP GUIDELINES

Jackson County  
Register in Probate  
307 Main Street  
Black River Falls, WI 54615  
Phone: 715-284-0286

Hours:  
Monday-Friday  
8:00 AM – 4:30 PM

---

**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 forms for you; please contact an attorney if you have legal questions. This guideline is subject to change or amendments.

### **TO COMMENCE PROCEEDING: Complete and file the following with the Register in Probate Office:**

- JN-1501**      **Petition for Appointment of Guardian (Full/Limited/Temporary Guardianship)**
  - GF-150**      **Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCC)**
  - JN-1514**      **Statement by Proposed Guardian**
  - JD-1798A**      **Order Appointing Guardian ad Litem or Attorney (Ch. 48 & 938)**
- A GUARDIAN AD LITEM (ATTORNEY) WILL NEED TO BE APPOINTED FOR THE CHILD (WARD) TO REPRESENT THE BEST INTERESTS OF THE PROPOSED WARD.**

The petitioner is responsible for obtaining the guardian ad Litem (GAL). The court will sign the Order Appointing GAL once filed by the Petitioner. Depending on local practice, a list of attorneys who may act as a GAL may be available from the Register in Probate. **The Petitioner is responsible for the GAL fees and must pay a \$500.00 deposit at the time of filing unless otherwise ordered by the Court.** The Guardian ad Litem will meet with the proposed ward and the proposed guardian and will make a recommendation to the court as to what is in the best interest of the ward.

### **HEARING/GIVING NOTICE:**

- JD-1724**      **Notice of Hearing**  
A hearing will be scheduled. Copies of the Petition and the Order for Hearing will be provided to the petitioner.
- JD-1825**      **Affidavit of Service (Ch. 48 & 938)**  
The petitioner shall serve notice of the Petition for Appointment of Guardian, UCC Affidavit, Statement by Proposed Guardian and the Notice for Hearing on the parents or legal guardians of the ward by personal service no less than 10 days prior to the hearing. The petitioner shall also provide notice to all other interested persons either in person or by mail at least 10 days prior to hearing. **ALL INTERESTED PARTIES MUST RECEIVE NOTICE OF THE HEARING.**

### **THE COURT HEARING:**

- JN-1530**      **Letters of Guardianship and Dispositional Order Appointing Guardian (Full/Limited/Temporary Guardianship)**

**CERTIFIED COPIES:** 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:** Guardianship forms are available on the Wisconsin Court system website at [www.wicourts.gov](http://www.wicourts.gov) by clicking on "Forms", "Circuit Court", then "Guardianship".

**ADDITIONAL INFORMATION:** After the hearing, general information about guardianships will be sent to the guardian.

**NOTE:** *If you are appointed permanent guardian of the estate of the minor, an inventory is due 60 days after appointment. A statutory inventory filing fee is due when the inventory is filed. 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. The guardian of the estate is required to file an annual account each year with the court.*