



COLUMBIA COUNTY

400 Dewitt Street
P.O. Box 587
Portage, WI 53901
608-742-9636
FAX: 608-742-9601

**Columbia County Circuit Court
Register in Probate Office**

Kristin Lemanczyk, Register of Probate
E-MAIL: kristin.lemanczyk@wicourts.gov
WEBSITE: www.co.columbia.wi.us

REQUEST FOR APPOINTMENT OF SUCCESSOR OR STANDBY GUARDIANSHIP OF AN ADULT:

Revised 1/2023

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

Forms: You may access all guardianship forms on the internet at: <http://www.wicourts.gov/forms1/circuit.htm>

TO REQUEST TO BE APPOINTED SUCCESSOR GUARDIAN, please complete and file the following:

Form Number	Name of Form
GN-3435	Petition for Appointment of Standby/Successor Guardian (with hearing) - Adult
GN-3400	Resignation of Guardian (if appropriate)
GN-3110	Order and Notice for Hearing
GN-3140	Statement of Acts/Consent to Serve as Guardian NOTE: One to be completed by any proposed successor guardian and/or stand-by and file with the petition or 96 hours prior to hearing
GF-131A	Order Appointing Guardian ad Litem NOTE: The Court will require a Guardian ad Litem (GAL) to be appointed to represent the best interests of the alleged incompetent in any action for guardianship of the person or estate. Upon completion of the guardianship petition, the Court will determine and order parties to pay the GAL fees.
GAL Deposit for all guardianship petitions	\$300 deposit for Guardian ad Litem fees must be paid at the time of filing the Petition and will apply to the GAL bill

SCHEDULED HEARING: A hearing will be required on the petition for appointment of standby/successor guardian. After the documents are filed, a hearing will be scheduled with the assigned judge.

GIVING NOTICE: The petitioner must serve a copy of all documents to all interested parties, including any appointed GAL. Please review Wisconsin Statute Sections or the Notice and Service Requirement under Ch. 54 and Ch. 55 for proper notice requirements. Personal service may be required on the proposed ward

Please note a copy is required to be provided to Columbia County Corporation Counsel: PO Box 63, Portage, WI 53901.

BEFORE THE HEARING the following must be completed and filed in the Register in Probate Office:

	Form Number	Name of Form
	Will be completed and filed by GAL	Report of Guardian ad Litem
	GN-3120	Affidavit of Service -- showing the date you mailed or personally served a copy of the Order for Hearing and Petition to all interested parties.
	GN-3135	Confirmation of Completion of Guardian Training Program - showing that you have completed the required guardian training program. Attach the training certificate to this form. *See Instructions to Access Guardian Training attached to this checklist.
	GN-3437	Order on Petition for Standby/Successor Guardian (with hearing) – Adult
	GN-3190	Signature Bond (if required)
	GN-3200 and/or GN-3210	Letters of Guardianship of the Person and/or Letters of Guardianship of the Estate

AFTER THE HEARING AND LETTERS ARE ISSUED:

You, as Successor Guardian, are **required** to give notice of your appointment as Successor Guardian to the ward and all other interested persons by filing with the court the following:

	Form Number	Name of Form
	GN-3430	Notice of Appointment of Successor Guardian (original)
	GN-3120	Affidavit of Service indicating when the Successor Guardian provided a copy of the Notice of Appointment of Successor Guardian to the ward
	GN-3730	Receipt from Guardian or Conservator <i>(for all assets of the ward held by the previous Guardian/Conservator)</i>
	GN-3740	Order of Discharge of Guardian <i>(discharging previous Guardian)</i>

COPIES OF DOCUMENTS: Please be sure to make copies of all documents for your records before you file the documents with our office. If we have to make copies for you, there is a \$1.00/page statutory fee that must be charged.

CERTIFIED COPIES: If certified copies are required, the cost is \$3.00 for the certificate and \$1.00 for each page copied or compared.

NOW THAT YOU HAVE BEEN APPOINTED:

If you are appointed GUARDIAN OF THE PERSON you must:

- File an annual Report on the Condition of the Ward.
- The form will be mailed to you in January of the year following your appointment and each subsequent year, and must be filed no later than April 15.

If you are appointed GUARDIAN OF THE ESTATE you must:

- File an annual Account of Guardian every year setting forth all financial activity from the time you are appointed to December 31 of that same year. This form will be mailed to you in January of each year and must be filed no later than April 15.

OTHER RESOURCES/INFORMATION:

A Guardianship Handbook and other information is available at the following web address:

<http://dhfs.state.wi.us/aging/guardianship/index.htm>

Wisconsin Law Library <http://wsll.state.wi.us/topic/familylaw/guardian.html>

Greater Wisconsin Agency on Aging Resources, Inc. www.gwaar.org

Wisconsin Register Probate Association www.wripa.org

Wisconsin Guardianship Association (WGA): www.wisconsinguardianshipassociation.com

Instructions to Access Guardian Training

*Required for permanent guardians of the person and permanent guardians of the estate, unless exempt under Wis. Stat. § 54.26(2).

1. Go to: <https://www.uwgb.edu/guardianship-training/>
2. Scroll halfway down the page until you see “**Enroll Now**”.
 - Click “**Take the Training**” button.
3. If you have registered with UW Green Bay before, enter your username and password and click the “**Sign In**” button.
If you have not registered with UW Green Bay before, click the “**Sign Up**” button.
 - Complete the requested account information.
4. Click the provided link to start the training course:
(<https://uwgreenbay.catalog.instructure.com/courses/guardian-training>)
5. Under **Guardian Training, Self-paced**, click the “**Enroll Now**” button and then fill in the requested information (Do not click the shopping cart button).
6. Enter the requested information. Click “**Register New Account**” button.
7. Click the “**Enroll**” button.
8. Click the “**Go to Courses**” button. Wait a few minutes and then check your e-mail.
9. You will receive multiple e-mails from UW Green Bay. The e-mail with the subject “**Welcome to Catalog**” will contain your login ID, so please keep the e-mail for future reference.
 - Click “**Complete Registration**” button at the bottom of that e-mail.
 - Create a password as requested.
10. Click the “**Go To Course**” button.

All modules must be completed for the training to be complete.

To log in later to complete the training:

1. Go to: <https://uwgreenbay.catalog.instructure.com/courses/guardian-training>
2. In the upper right-hand corner, click “**Login**”.
3. Click on “**UW Continuing Education Student**”.
4. Add your login and password. Click “**Log In**”.
5. Click “**Go To Course**”.