



# COLUMBIA COUNTY

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Columbia County Circuit Court  
Register in Probate Office

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## GUARDIANSHIP OF A MINOR – ESTATE : CHAPTER 54

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.

**Temporary Guardianship** is only good for 60 days and can be extended one time for additional 60 days. **Permanent Guardianship** is permanent until reversed by the Court or the minor turns 18. **2011 WI Act 87 “Parental Power of Attorney”** is a voluntarily delegation of powers by the legal custodian parent(s). This is done privately without any Court involvement.

Refer to the Wisconsin Law Library <http://wsll.state.wi.us/topic/familylaw/guardian.html> for more information on minor guardianship.

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

**TO START prepare and bring with you for filing the original and one copy of ALL the documents:**

Form Number	Name of Form
GN-3290	<b>Petition for Temporary/Permanent Guardianship - Minor Guardianship of the Estate</b>  NOTE: THE PETITION <u>MUST</u> INCLUDE ALL THE INTERESTED PARTIES REFER TO THE ATTACHED INTERESTED PARTIES WORKSHEET
GF-150	<b>Uniform Child Custody Jurisdiction and Enforcement Act Affidavit</b>
GN-3300	<b>Order and Notice of Hearing Petition - (Minor Guardianship of the Estate)</b> HEARING: A hearing date will be scheduled with the current Intake Judge. The Order and Notice for Hearing Petition for Guardianship of Minor will be mailed to petitioner after the Judge signs the order. <b>The petitioner will need to serve this and a copy of all documents to all the interested parties.</b>
GN-3310	<b>Waiver and Consent to Petition of Minor for Guardianship - Minor Guardianship of the Estate</b> This form is used and can be signed by the parents or any interested person that will consent to the petition and waives notice.
GF-131A	<b>Order Appointing Guardian Ad Litem (GAL) or Attorney</b> NOTE: The Court is require to appoint a Guardian ad Litem (GAL) in all guardianship cases to represent the best interests of the minor.
Required for filing a guardianship petition	<b>\$500 deposit for Guardian ad Litem fees must be paid at the time of filing the Petition and will apply to the GAL bill</b>
GN-3140	<b>Statement of Acts by Proposed Guardian and Consent to Serve as Permanent Guardian</b> This document needs to be filed with petition or 96 hours before the hearing date/time.
GN-3235	<b>Consent to Serve as Temporary Guardian - Minor Guardianship of the Estate</b> If you are request temporary guardian of the estate, this document needs to be filed with petition or 96 hours before the hearing date/time.

**BEFORE THE HEARING** the following must be completed and filed 96 hours before the hearing date/time with the Register in Probate Office:

**PROOF OF NOTICE and GIVING NOTICE: The petitioner must serve a copy of all documents to all interested parties, including any appointed GAL.** Please review Wisconsin Statute Sections to obtain the proper notice requirements. Without proper service, the Court may lose jurisdiction.

<b>Form Number</b>	<b>Name of Form</b>
<b>GN-3120</b>	<b>Affidavit of Service</b> -- a sworn statement indicating the names and addresses to which various documents were served by personal service, mail, certified mail or fax. If an interested parties' address is unknown you may be required to publish notice. § 54.38(1) Notice and Service – Petitioner's failure to provide notice to all interested persons deprives the court of jurisdiction.
<b>GN-3122</b>	<b>Certificate of Service - Minor Guardianship of the Estate</b> If applicable - Special service proof for service on a proposed minor
From Newspaper	<b>Proof of Publication of Order for Hearing the Petition for Minor Guardianship</b> – If applicable - if an interested parties' address is unknown
<b>GN-3140</b>	<b>Statement of Acts by Proposed Guardian and Consent to Serve as Guardian</b> (To be filed 96 hours prior to hearing if this was not filed with the petition)
<b>GN-3320</b>	<b>Nomination of Guardian by Minor Age 14 and Older</b> – if applicable

**DOCUMENTS REQUIRED FOR THE TEMPORARY HEARING GUARDIANSHIP OF THE ESTATE:**

To be Completed by the appointed GAL	<b>Report of Guardian ad Litem will be submitted by the GAL</b>
<b>GN-3255</b>	<b>Order on Petition for Temporary Guardianship - Minor Guardianship of the Estate</b>
<b>GN-3267</b>	<b>Letters of Temporary Guardianship – Minor Guardianship of the Estate</b>
<b>GN-3275</b>	<b>Petition to Extend Temporary Guardianship – Minor Guardianship of the Estate</b>
<b>GN-3285</b>	<b>Order on Petition to Extend Temporary Guardianship – Minor Guardianship of the Estate</b>

**DOCUMENTS REQUIRED FOR THE PERMANENT HEARING ON GUARDIANSHIP OF THE ESTATE:**

To be Completed by the appointed GAL	<b>Report of Guardian ad Litem will be submitted by the GAL</b>
<b>GN-3330</b>	<b>Determination and Order on Petition for Guardianship of Minor</b>
<b>GN-3345</b>	<b>Letters of Guardianship - Minor Guardianship of the Estate</b>
<b>GN-2006</b>	<b>Signature Bond</b> (only applicable if bond is orderfor guardian of the estate only)*

**CERTIFIED COPIES:** If you need certified copies of the Letter of Guardianship or any other form, the cost is \$3.00 for the certification and \$1.00 for each page copied or compared, per Section 814.66 Wis. Stats

\*\* Note: If waiver of bond and restricted account is requested pursuant to Sec. 54.46, Wis. Stats., be sure to check the appropriate boxes on the Petition/Determination and Order

**THE APPOINTED TEMPORARY/PERMANENT GUARDIAN OF THE ESTATE MUST FILE AN INVENTORY NO LATER THAN 60 DAYS FROM DATE OF APPOINTMENT:** Guardianship Inventory with filing fee of .2% of assets or a minimum of \$20. The following form is used: **GUARDIANSHIP INVENTORY** – Form Number GN-3440

**ANNUAL REVIEW:** The probate court will send you a notice in January of each year. **GUARDIAN OF THE ESTATE - Account of Guardian or Conservator (Form Number GN-3500)** is due by April 15<sup>th</sup> each year until you are discharged.

**GN-3520 Notice of Change of Address** - The guardian is required to report any change of address for the guardian or the ward. The report change must be in writing using this form.

**THE NAMES OF THE INTERESTED PARTIES AND OTHERS ENTITLED TO NOTICE WORKSHEET**  
**MINOR GUARDIANSHIP**

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**If completed correctly, ANYONE listed on this worksheet is an interested party and must be listed on your petition & served notice.**

RELATIONSHIP		NAME	MAILING ADDRESS
PETITIONER'S NAME	And list relation to the proposed minor		
List the MINOR if he or she has attained 14 years of age			
List the PARENTS (natural or adoptive) of the minor	MOTHER:		
Note: do not list a parent if there is a court order terminating their parental rights	FATHER:		
Who is the PROPOSED GUARDIAN?			
Is there a PROPOSED STANDBY GUARDIAN?			
If the minor has no parent, then LIST "any presumptive adult heirs as specified in §851.09 ...":	Adult brothers & sisters Grandparents Adult Uncles & Aunts		
LIST THE GUARDIAN AD LITEM	<b>If one is not appointed, one will be</b>		
Does the Minor have any current LEGAL GUARDIAN(S) appointed by the court?	<input type="checkbox"/> NO <input type="checkbox"/> YES If yes, list the legal guardian(s)		
If no parents living, is there any individual nominated to act as guardian for the minor in a Will or other written instrument?			
County Corporation Counsel		Columbia County Corporation Counsel	PO BOX 63, Portage, WI 53901
List any other individual who has exercised principal responsibility for the care/custody of the minor during the period of 60 consecutive days immediately before the filing of the petition	List any individual (if applicable)		

\*\*\* PLEASE NOTE: **THIS WORKSHEET CAN NOT BE USED AS AN ATTACHMENT TO THE PETITION FOR TEMPORARY/PERMANENT GUARDIANSHIP OR TO THE PETITION FOR PROTECTIVE PLACEMENT TO LIST THE NAMES AND MAILING ADDRESSES OF ALL THE INTERESTED PARTIES.**

**IMPORTANT INFORMATION ABOUT THIS SAMPLE**  
**This is only sample to show how the interested parties**  
**should be listed on the petition.**  
**You will need to list YOUR interested parties on the petition.**

6. The names and mailing addresses of all interested parties (including the petitioner) and all others entitled to notice are as follows:

<b>Name</b>	<b>Relationship</b>	<b>Mailing Address [Street, City, State, Zip]</b>
Betty Anderson	Petitioner, maternal grandparent, proposed guardian of the person	123 Main Street, City, WI 12345
Bobby Smith	Proposed minor ward	123 Main Street, City, WI 12345
Mary Richards	Maternal aunt & proposed standby guardian	123 Main Street, City, WI 12345
Robert Smith	Father	222 South Street, City, WI 12345
Jane Anderson	Mother	deceased
Columbia County	Corporation Counsel	PO Box 63, Portage, WI 53901
Columbia County	Health & Human Services Attn: Juvenile Intake	PO Box 136, Portage, WI 53901
Guardian ad Litem	To be appointed	