

	<p style="text-align: center;">Register in Probate Dodge County Justice Facility 210 West Center Street Juneau, WI 53039-1091 Telephone: (920) 386-3550</p>	
	<p style="text-align: center;"><b>STANDBY GUARDIAN Person and/or Estate</b></p>	

- ❖ 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.

### MANDATORY GUARDIANSHIP TRAINING

Prior to being appointed as a permanent guardian over an adult ward you must complete the required training and submit proof that you have completed this training to the court. Once training is complete, print off the certificate of completion and submit with form GN-3135.

This course is self-paced and is accessible 24/7. If an individual does not have access to a computer and/or Wi-Fi, they can find a list of free public computers and internet access in their county through the link on our website.

Form No.	Name of Form
	Guardianship Training Registry - <a href="https://www.uwgb.edu/guardianship-training/registry-search/">https://www.uwgb.edu/guardianship-training/registry-search/</a> Guardianship Training: <a href="https://www.uwgb.edu/guardianship-training/">https://www.uwgb.edu/guardianship-training/</a>
GN-3135	<b>Confirmation Of Completion of Guardian Training Program (Adult Guardianship)</b>

### TO REQUEST A STANDBY GUARDIAN

Form No.	Name of Form
GN-3435	<b>Petition for Appointment of Standby Guardian</b> Must list all interested persons – please see §54.38, Wis. Stats.
GN-3140	<b>Statement of Acts by Proposed Guardian and Consent to Serve as Guardian</b> Due no later than 96 hours prior to the hearing
Court Generates	<b>Order Appointing Guardian ad Litem or Attorney</b>
GN-3110	<b>Order and Notice of Hearing</b> See §54.38, Wis. Stats. regarding your responsibility to provide notice to all interested parties
GAL Fees	<b>\$250.00 deposit.</b> The petitioner may be responsible for GAL and other attorney fees. See §54.46(3), Wis. Stats. and/or consult with an attorney.

**COURT HEARING:** A hearing on the petition will be scheduled before the Judge.

**SERVICE OF DOCUMENTS:** The Petitioner shall provide notice to all interested persons, including the Guardian ad Litem, either in person or by mail at least 10 days prior to the hearing. All interested parties must receive notice of this hearing. See §54.38(2)(a) and (b), Wis. Stats. Note: Failure to provide notice as required by statute will deprive the court of jurisdiction over this case and the petition 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 the hearing.**

Form No.	Name of Form
GAL Generates	Report of Guardian ad Litem – The GAL will file this report with the Court.
GN-3120	<b>Affidavit of Service – Guardianship, Protective Placement or Protective Services Notice to interested parties list.</b>
GN-3437	<b>Order on Petition for Successor Guardian</b>
GN-3190	<b>Signature Bond (if required)</b> In some cases, a surety bond may be required by the Court.

**NOTE: Letters of Guardianship will not be issued until such time as the Standby Guardian actually takes over duties and gives notice to the Court. See below.**

ASSUME DUTIES AS SUCCESSOR GUARDIAN:

Form No.	Name of Form
GN-3220	<b>Notice of Assumption of Duties of Guardian</b>
GN-3400	<b>Resignation of Guardian (if applicable)</b>
GN-3420	<b>Order for Appointment of Successor Guardian of the Person (Adult) (Without Hearing)</b>
GN-3423	<b>Order for Appointment of Successor Guardian of the Estate (Adult) Without Hearing)</b>
GN-3200 And/or GN-3210	<b>Letters of Guardianship of the Person</b>  <b>Letters of Guardianship of the Estate</b>

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 PERSON** you must:

GN-3480	<b>Annual Report on the Condition of the Ward. The report must be filed no later than April 15<sup>th</sup>.</b>
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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-3440	<b>Guardianship Inventory and filing fee required due within 60 days of appointment.</b> 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.
GN-3500	<b>Annual Account of the Guardian</b> Must be filed no later than April 15 <sup>th</sup> .

Failure to file the Guardianship Inventory or Annual Account will result in an Order to Show Cause for you to appear before the Court.

**LINKS TO OTHER INFORMATION:**

- Greater Wisconsin Agency on Aging Resources, Inc. - <https://gwaar.org/guardianship-resources>
- Dodge County Aging and Disability Resource Center – (920) 386-3580 or toll free: 1-800-924-6407  
<https://www.co.dodge.wi.gov/how-do-i/contact/aging-and-disability-resource-center>
- Dodge County Human Services Department, Adult Protective Services – (920) 386-3580  
<https://www.co.dodge.wi.gov/departments/departments-e-m/human-services-health-department/adult-protective-services-and-long-term-support-unit>
- “The Process for Establishing Guardianship of an Adult”, GWAAR [Flow Chart](https://gwaar.org/api/cms/viewFile/id/2002974)  
<https://gwaar.org/api/cms/viewFile/id/2002974>