415 Jackson Street, Rm. 242 Oshkosh, WI 54901	Winnebago County Register in Probate Office	Phone: 920-236-4833 Hours: 8:00 AM-12 PM & 1–4:30 PM
GUIDELINE Chapter 48 – 48.9795	**GUARDIANSHIP PROCEDURE OF A MINOR-PERSON**	Rev. 5/06/2024

PLEASE NOTE: This Guideline is provided as a public service and is ***not*** intended to be legal advice. If you have any questions about the forms or procedure, please contact an attorney as court staff cannot give legal advice. Petitioners are responsible for meeting all the legal requirements.

All guardianship forms are available on the Wisconsin Court System website at www.wicourts.gov by clicking on "Forms", "Circuit Court", then "Guardianship".

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

- Petition for Appointment of Guardian (Full/Limited/Temporary/Emergency) (Form JN-1501)
- Nomination of Guardian by Parent or Child (Form JN-1510)
- Notice of Hearing (Juvenile) (Form JD-1724) (Hearing date to be obtained from Probate Office at time petition is filed) (A hearing will be heard within 45 days after the filing of the petition)
- Statement by Proposed Guardian (Form JN-1514)
- Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (Form GF-150)
- Affidavit of Service (Form JD-1825) ***to be filed prior to the hearing, can not be completed until after notice has been given to all interested parties**

Complete these documents also (*even **The Court Orders** portion) as to how it is to be ordered at the hearing and file at the same time that the petition is filed:

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

***A GUARDIAN AD LITEM/GAL (ATTORNEY) WILL BE APPOINTED BY THE COURT FOR THE MINOR; AND MAY SEEK REIMBURSEMENT FROM THE PETITIONER.**

HEARING/GIVING NOTICE:

- A hearing will be scheduled by the Probate Court and a Notice of Hearing (Form JD-1724) will be signed and copy provided to petitioner.
- ALL **INTERESTED PARTIES MUST RECEIVE NOTICE OF THIS HEARING.** See Wis. Stat. §48.9795 (4) (c).
- You must be prepared to provide all evidence required by the court before your petition can be granted.

Certified copies of 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. You must show ID when requesting or picking up the document(s).

See Wis. Stats. Chapter 48.9795 for more information