

PROCEDURE: HOW TO SERVE THE COURT PAPERS BY PUBLICATION

- STEP 1: PUBLISH THE COURT PAPERS.** Use the attached letter to tell the newspaper what you need. Do this as soon as possible. You must have the publication done within time limits or else you will have to republish. To determine whether your publication is timely do the following calculation. Count backwards from the hearing date 10 business days and then count backwards another 30 days. The first day of publication must be before the date that you just calculated. Contact the newspaper when the first day of publication would be. If the first day of publication will be after that date, it will not be timely. You must request a new hearing date from the clerk of the court and publish for that later date.
- STEP 2: WAIT.** Wait for the newspaper to send you the original of the document called **AFFIDAVIT OF SERVICE**.
- STEP 3: COMPLETE YOUR PAPERWORK:**
- A. Fill out** the **AFFIDAVIT IN SUPPORT OF SERVICE BY PUBLICATION** document which is attached.
 - B. ATTACH** a copy of the published notice from the newspaper(s).
 - C. KEEP A COPY** for yourself of the **AFFIDAVIT IN SUPPORT OF SERVICE BY PUBLICATION**.
- STEP 4: FILE THE COURT PAPERS.**
- A.** File the original of the **AFFIDAVIT REGARDING SERVICE BY PUBLICATION**, and a copy of the publication, and;
 - B.** File the original **AFFIDAVIT OF SERVICE** you received from the newspaper(s).
- STEP 5: GO. GO TO YOUR COURT HEARING.** Bring a copy of the Petition, Notice of Hearing, Affidavit Showing Why Publication was Used, and Affidavit of Service with you to the hearing.

Your Name _____

Address _____

Telephone _____

_____, 20_____
Date

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Court Case No.

Enclosed is a copy of the Petition for Termination and Citation Notice of Hearing stamped by the Clerk of Court.

Please publish a Notice in your newspaper about this court case once a week for four consecutive weeks. Also enclosed is (check one box):

- A check or money order in the amount of \$ _____ for the cost of the publication as requested.
 A certified copy of the Order from the court waiving the publication costs.

When you receive this letter, please call me at () _____ to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

Sign your name

Enclosures:

- Court documents AND
 Check or Money Order OR
 Certified copy of Court Order of Deferral of Publication Fees