
Name

Address

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 _____
and Notice of Hearing stamped by the Clerk of the Court. Please publish a Public Notice in your
newspaper about this court case one (1) time, at least five (5) days before the hearing. Also enclosed is:

☐ 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 contact 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.

Signature

Date

Enclosed:

☐ Court Documents

☐ Check or Money Order

-or-

Certified copy of Court Order of Deferral of Publication Fees