

## **E-FILING REQUEST FOR CITATION BY PUBLICATION**

*Please use other request forms for all other types of issuances*

- ❖ This document **MUST** be filed as a separate LEAD document.
- ❖ Select “Issue Citation (\$8)” **and** “Issue Citation-Publication (\$75)” under “Optional Services” section.
- ❖ Submit the Motion and Order (required by Judge) as additional separate LEAD documents.
- ❖ The Order needs to be specified as ‘Proposed Order.’ It will be accepted without a file mark and sent to the Court for signature. Once signed the clerk will send to the newspaper by certified mail.
- ❖ The Citation will be mailed to the Newspaper Certified Mail.

Cause No. \_\_\_\_\_

Style of Case: \_\_\_\_\_

\_\_\_\_\_

Name and Address of Newspaper: \_\_\_\_\_

\_\_\_\_\_

Name of Person to be served: \_\_\_\_\_

Name of Pleading to be served: \_\_\_\_\_

### **PROCEDURE AFTER CITATION SERVED BY NEWSPAPER**

- 1) You will be E-Served the Affidavit of Publication along with the Newspaper's invoice.
- 2) This is payable immediately upon receipt. **Make your check payable to the Newspaper.** In addition, mail your check to the Newspaper **not the Clerk.** We will no longer accept the checks.
- 3) If the invoice is not paid within 30 days, the case may be submitted to the Judge for further immediate action.
- 4) The citation will be considered served on the date of the Affidavit of Publication.

### **ADDITIONAL INFORMATION REQUIRED**

Requested by: \_\_\_\_\_ Phone# \_\_\_\_\_

Complete address: \_\_\_\_\_ E-Mail: \_\_\_\_\_