

HOW TO DO NOTICE BY PUBLICATION (with fee waiver)

1. Complete and file a Motion for Order Allowing Publication Notice and 735 ILCS 5/2-206 Affidavit. File the Motion with the Circuit Clerk. Keep a file-stamped copy with your other court papers.
2. Wait for the Judge to make a ruling on your motion. If it is granted, get a copy of the Order Regarding Publication Notice and go to the next step. If it is not, you may not give notice by publication.
3. Complete the Publication Notice except for the response date and to make 2 copies.
4. Take your Publication Notice to the Carbondale Times and ask to speak to the person who handles legal notices.
5. Tell the person who handles legal notices that you want your notice published once a week for 3 weeks in a row.
6. Ask for the date your notice will first appear in the newspaper. Then put a date in your notice that is at least 45 days after the date your notice will first appear in the newspaper. This is a longer period of time than is required, but it will protect you if there is a delay in publishing your notice. Put the same date on your other 2 copies of the notice.
7. Leave the original Publication Notice with the newspaper and take the 2 copies with you.
8. Give the newspaper your mailing address so that they can mail you a Certificate of Publication. You need this certificate in order to prove that the publication notice was done.
9. Give the newspaper a copy of the Order Regarding Publication Notice that requires the Jackson County Treasurer to pay the cost of the publication. The newspaper will then bill the county.
10. Mail a copy of the Publication Notice to the other party at their last known address. You must do this even if you know that they no longer live at that address. This must be done within 10 days after the date the notice first appears in the newspaper, but it can be done earlier than that.
11. Complete a Proof of Mailing and attach a copy of the Publication Notice. File it with the Circuit Clerk. Keep a file-stamped copy with your other court papers.
12. When you receive the Certificate of Publication from the newspaper, file it with the Circuit Clerk. Keep a file-stamped copy with your other court papers.