

# LETTER TO NEWSPAPER

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_, 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 following documents stamped by the Clerk of Court (list all the documents here:)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

- A check or money order for \$ \_\_\_\_\_ 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 the first publication will occur. When all four weeks of publication have passed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Sincerely,

\_\_\_\_\_  
Sign your name

Enclosures:

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