



# Intranet/News Submission Form

**Title of the article:** \_\_\_\_\_

**Who is your audience?** (Can be more than one.)

Internal (employees only)

External (employees plus stakeholders)

Media (media releases)

**Proposed publication date.** (If not the next business day, do you have a specific date you want to have your article posted on the website?): \_\_\_\_\_

**Body of the article.** (For helpful tips on submitting your story you may refer to the guide found at this link: [https://supremecourt.nebraska.gov/sites/default/files/misc/article\\_tips.pdf](https://supremecourt.nebraska.gov/sites/default/files/misc/article_tips.pdf)):

If you have your article already written, you may attach the document using the “Attach File” button. To view the documents that you have attached, go to the small arrow at the left of this page  , and then select the paperclip icon  . This button can be used to attach multiple documents if necessary.

**Images:** If you have a photo, please attach using the “Attach Photo” button. To view the photo(s) that you have attached, go to the small arrow at the left of this page  , and then select the paperclip icon  . This button can be used to attach multiple photos if necessary.

**Please provide descriptions/identification(s) of photo content:**

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