

## **INSTRUCTIONS FOR FILLING OUT MOTION FOR SERVICE BY PUBLICATION**

### **HEADING**

- Enter the name of the county where you are filing the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter your spouse's first, middle and last names. Your spouse is the defendant.
- The clerk of the district court will give you a case number when you file the Complaint. You must include the case number on any papers you file.

### **BODY OF THE MOTION**

Print your name in the blank. You are the plaintiff.

### **FINAL SIGNATURE**

- On the first line sign your first, middle, and last names and enter the date.
- On the second line enter your first, middle, and last names.
- On the third line enter your full street address.
- On the fourth line enter your city, state, and ZIP code.
- On the fifth line enter your telephone number, including the area code, and your e-mail address, if any.