

Publication Guide: Putting the Legal Notice for Publication in the Newspaper, Step 4

Things to Know:

- The official newspaper for Legal Notices for Douglas County is The Daily Record
 - 402-345-1303
 - legals@omahadailyrecord.com
- For all other counties, You can find a list of newspapers by visiting the Nebraska Press Association's website, www.nebpress.com, or contact at (402) 476-2851, or by email at admin@nebpress.com.

Legal Notice - REQUIRED

- Complete the Legal Notice for Publication (Legal Notice) form, DC 6:9.2
- (Douglas County) arrange for your Legal Notice to be put into the Daily Record
- The Legal Notice must be published, put in the newspaper:
 - Once per week,
 - For 4 weeks in a row

Mailing your Legal Notice to an Interested Party

- It is possible there is no interested party for your name change case.
- An interested party may include anyone you owe money to (a creditor), the parent(s) of your children under the age of 19, or any other person who could have a legal reason they should know about your name change.
- ***If*** there is an interested party, you must:
 - Mail a copy of your first published Legal Notice to the interested party **within 5 days** of the first time it is in the newspaper.
 - You can get a copy of your legal notice at nepublicnotices.com if you do not receive it another way
 - Complete and turn in the Affidavit of Mailing Published Notice form, DC 6:6.8, **within 10 days** of when you mailed the legal notice to the “interested” party or parties.
 - Follow the instructions.
 - You **must** sign the affidavit in front of the notary public.

- **Turning in/filing/submitting forms:** (Douglas County Only) Whenever you are instructed to turn in, file, or submit forms to the clerk of the district court, you can do this either in person or by mail.

300 Hall of Justice
1701 Farnam St.
3rd Floor
Omaha, NE 68183

Office Hours: 8:00 am to 4:30 pm, Monday through Friday

Phone: 402-444-7018

- For all other counties, Contact information can be found at this link nejudicial.com/dc-clerk-contact, or through the QR Code to the right.



Affidavit from Publisher/Newspaper – Completed by the Newspaper

- The Affidavit of Publication will be completed by the newspaper used to publish your legal notice.
- The newspaper will send the Affidavit to the court.
- The affidavit can only be sent to the court after the 4th week your Legal Notice was put into the newspaper.

Special Situations: If you believe you would be in danger by putting your Legal Notice in the newspaper, request information and forms for a Publication Waiver, which gives permission to not put a Legal Notice of Name Change in the newspaper. If you believe this applies to you, see **Appendix A.**