

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

### Things to Know:

- You can find a list of newspapers by visiting the Nebraska Press Association's website, [www.nebpress.com](http://www.nebpress.com), or contact at (402) 476-2851, or by email at [admin@nebpress.com](mailto:admin@nebpress.com) and they will help you.

### Legal Notice - REQUIRED

- Complete the Legal Notice for Publication (Legal Notice) form, DC 6:9.2. Use the Instructions.
- Arrange for your Legal Notice to be put into your local newspaper or a newspaper regularly distributed in your county.
- 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

- 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.
- It is possible there is no interested party for your name change case.
- **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.
    - If the newspaper does not give you copies of the published Notice, you may be able to get a copy at [nepublicnotices.com](http://nepublicnotices.com).
- 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. Use the instructions.
  - You **must** sign the affidavit in front of the notary public.
- **Turning in/filing/submitting forms:** 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.
  - Contact information can be found at this link [nejudicial.com/dc-clerk-contact](http://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 trial court.
- The affidavit can only be sent to the trial court after the 4<sup>th</sup> week your Legal Notice was published in 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.**