**How to Request Service by Publication**

## ① Before you File

• You must try to find the other party before making this request.

**Try these:**

• Talk to their friends, family, or people they work with.

• Do an internet search.

• Try personal service to their last known home and work address. Use a private process server or the local sheriff’s office.

**Note**

You will have to list all your attempts to find and serve the party in your request to the court.

## ② Service Options

If your request is approved, the court will let you serve the party in one of three ways:

**Publication**

* You must publish notice in a newspaper every week for 5 weeks.
* You are responsible for publishing costs.

**Certified Mail**

* Completed by the clerk.
* You are responsible for costs.

**Consolidated Notice**

* Notice is published by the Clerk on the court’s website and in the newspaper.
* You are responsible for publishing costs.

**Note**

Service by Consolidated Notice will stop the Court from deciding:

• Division of Property

• Lawyer’s fees

• Spousal or Child Support

**③ Forms**

Complete and File:

[ ]  JDF 1301 - Request for Service by Publication.

[ ]  JDF 1302 - Order for Service by Publication

**④** **Affidavit of Publication**

After the notice is published, the newspaper will send you an affidavit.

****File the affidavit with the clerk.

**Note**

Check with your court on local procedures.