

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.