

PUBLICATION FOR ORDER FOR PRETRIAL/ORDER TO APPEAR CHECKLIST

MILWAUKEE COUNTY

(Order for Pretrial/Order to Appear)

Publication is a **last resort** and can only be used if personal service by Sheriff or private process server did not work.

This notice must be published once per week for three (3) weeks, and all three weekly appearances in the newspaper must occur at least five (5) business days before the date of your scheduled Pre-Trial Hearing. The price listed below for the newspaper includes the full three-week run.

FILING FEES

- **\$0 – to file**

OTHER FEES

- **\$ Varies by Newspaper (Waivers do not apply to these fees)**

FORMS AND COPIES NEEDED

- Order for Pretrial/Order to Appear (*make 2 copies of the self-copying original*)
- Publication Affidavit of Mailing (filled out as much as possible)

HOW TO FILE AND COMPLETE PUBLICATION

1. Take the Publication Summons to the newspaper located in the county where your spouse currently lives or in the county where the last known address is.
 - If last known address is Milwaukee County, examples of newspapers that meet the requirements are:

The Daily Reporter
225 E Michigan St #540
Milwaukee, WI 53202
(414) 276-0273
\$150.00 to Publish

- To find an appropriate newspaper for another county or state, call the courthouse located where spouse lives/lived and ask the name of the official newspaper for publication.
2. The newspaper must run the Order for Pretrial/Order to Appear **once a week for 3 consecutive weeks**. It is considered served on the first day of publication. After the 3 weeks have passed, the newspaper will send you proof of publication in the mail.
 3. **Regular Mail and Certified Mail, Return Receipt Requested** – This can be done at any post office branch. Save the receipt for your court date. This should be completed in addition to Publication.
 - Send the Order for Pretrial/Order to Appear by First-Class (Regular) Mail AND Certified Mail with Return Receipt Requested to the other party's last known address. This can be done at any US Post Office branch. Save the receipt for your court date. This must be completed in addition to the Publication.
 - **Publication Affidavit of Mailing**- must be completed after mailing papers to spouse and signed in front of a notary

ATTENDING YOUR COURT HEARING (arrive early, dress nicely, act respectfully)

1. Bring proof of publication, Affidavit of Mailing and Certified Mail receipt
2. Bring any information that is incomplete in papers (account numbers, updated pay stubs, Social Security Numbers, etc.)



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MILWAUKEE JUSTICE CENTER
April 2015