How to serve the other party by publication

STEP 1: PUBLISH THE COURT PAPERS.

A. How to serve the court papers by publication if you do not know if the other party lives in the county in which your case is pending (Maricopa County) and/or the other party's last known address was not in Arizona.

1. IF YOU HAVE A COURT ORDER WAIVING/DEFERRING COSTS of PUBLICATION, YOU MUST PUBLISH IN Arizona Business Gazette or The Phoenix Record Reporter. Mail or deliver the letter attached to these procedures, a copy of the documents you filed, and the certified order waiving/deferring costs of publication to:

The Record Reporter
2702 N. 3rd Street, #2007
Phoenix AZ 85004
Phone: (602) 417-9900
Fax: (602) 417-9910
Email: record_reporter@dailyjournal.com

Or

The Arizona Business Gazette
Call: (602) 444-7315 or
email: legal.advertising@pni.com

- OR -

2. IF YOU ARE PAYING THE COST of PUBLICATION, YOU MAY USE ANY NEWSPAPER OF "GENERAL CIRCULATION" in this county. Note that:

A. There are numerous eligible publications *other than* the one mentioned above;

B. The Arizona Corporation Commission maintains a list of eligible publications along with their contact information online at

https://azcc.gov/docs/default-source/corps-files/newspaper-list-for-publishing.pdf.

C. Fees vary. You may call and ask for "Legal Advertising" to compare prices.

DO NOT COPY OR FILE THIS DOCUMENT

STEP 2: WAIT. Wait for the newspaper to send you the original of the document called AFFIDAVIT OF PUBLICATION.

STEP 3: COMPLETE YOUR PAPERWORK:

A. Fill out the *Declaration Supporting Publication* document that is attached.

B. ATTACH a copy of the *Affidavit of Publication* and published notice from the newspaper(s).

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C. KEEP A COPY for yourself of the *Declaration Supporting Publication* and *Affidavit of Publication*.

STEP 4: FILE THE COURT PAPERS:

A. File the original of the *Declaration Supporting Publication* with copy of *Affidavit of Publication* and published notice from the newspaper attached, and;

B. File the original *Affidavit of Publication* you received from the newspaper(s).

STEP 5: GO TO YOUR COURT HEARING. Bring a copy of the *Petition, Notice of Hearing, Declaration Supporting Publication*, and *Affidavit of Publication* with you to the hearing.

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_____
Print Name

_____
Print Address

_____, 20___
Date

_____
Name of Newspaper

_____
Address

_____

To Whom It May Concern:

I need to publish notice in the newspaper about Court Case No._____.

Enclosed is a copy of the *Notice of Hearing* regarding a petition for:

☐ **Juvenile Dependency,**

☐ **Severance (termination) of Parental Rights, or**

☐ **_____stamped by the Clerk of Court.**

Please publish a Notice in your newspaper about this court case once a week for four (4) weeks. I understand service in this matter is complete 30 days after the first publication and my hearing can be scheduled no earlier than ten (10) days after service is complete (no sooner than 41 days after the first publication).

Also enclosed is (check one box):

☐ **A check or money order in the amount of $ _____**for the cost of the publication as requested.

☐ **A certified copy of the Order from the court waiving the publication costs.**

When you receive this letter please call me at this area code and phone number (____) _____ **to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.**

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Thank you for your help in this matter.

Yours truly,

_____

Sign your name

Enclosures:

☐ Court documents AND

☐ Check or Money Order OR

☐ Certified copy of Court Order of Deferral of Publication Fees

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