

THE DAILY REPORTER

Publishing a Public Notice FAQ—Walk-in/Individual Edition

Office Address: The Daily Reporter 225 E. Michigan St., Ste. 300, Milwaukee, WI 53202

Phone: 414-225-1801 Email: publicnotices@dailyreporter.com

Hours: Monday – Friday 8:00AM to 4:00PM (hours may vary for our events & summer hours)**

What counties do you cover?

We are a newspaper of general circulation. The Daily Reporter is the official publication for the Circuit Courts — First Judicial District (Milwaukee County). The Daily Reporter is the official newspaper for the city of Milwaukee. If your case is being heard in a different county, but the defendant has a last known address in Milwaukee County, we can publish your notice as well. Please double check with the court on which paper to publish in if your case is being heard in a different county. We do not take legal liability if you publish with us and it is not accepted for publishing in the wrong county.

How do I submit a notice for publication? / How much does it cost?

We do require the prepayment for publications. The cost is dependent on the type of notice you publish. Please see our rate sheet in room 104 of the courthouse for specifics or call (414) 225-1801. You can submit a copy of your paperwork multiple ways:

1. Via Email to publicnotices@dailyreporter.com
 - a. Must pay with credit card via phone
 - b. Please provide your current mailing address and phone number
 - c. We accept WORD or PDF attachments
 - d. If we cannot read your handwriting or the scan is blurry, we will require a physical copy.**
2. Dropbox located in room 104 at the Milwaukee County Courthouse **
 - a. Can pay with check or money order
 - b. Please provide your current mailing address and phone number
3. Mail to The Daily Reporter 225 E. Michigan St., Ste. 300, Milwaukee, WI 53202**
 - a. Can pay with check or money order
 - b. Please provide your current mailing address and phone number
4. In-Office at 225 E. Michigan St. Ste. 300 (3rd Floor)**
 - a. Can pay with cash, check, card, or money order

What do I need to submit?

We will need a copy of your court paperwork that includes your current court date and time (if applicable). **PLEASE NOTE:** We do not provide any publication forms at our office. We do not create the content for your publication. We typeset based off the court forms. Be advised that we

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have a two-day booking schedule with noon deadline. Please plan accordingly — the sooner we receive your paperwork, the better. **

- For Small Claims: We need the small claims publication summons form (located in room 104 at the courthouse or online through Wisconsin Court System). If you have your original Summons & Complaint with your updated court date and time, we will accept that as well.
- For Name Changes: We need a copy of the “NOTICE AND ORDER FOR NAME CHANGE HEARING” document.
- For Probate matters: We need a copy of your “NOTICE TO CREDITORS” (or applicable document).
- For Family Court Matters: We need a copy of your “NOTICE TO APPEAR,” “NOTICE OF HEARING,” “ORDER TO APPEAR,” or something similar. There are multiple variations used.
- For all other matters: Please contact us with details regarding the notice you need to place.

When will I receive the proof of publication paperwork? / What does the proof of publication paperwork include?

Proof of publication is mailed on the final date of publication. Proof of publication includes an invoice, notarized affidavit and sample page. **

Where can I view a copy of The Daily Reporter?

We are a subscription-based newspaper. You can view the digital version online by subscribing at dailyreporter.com. Physical copies are available upon request, but you will be sent a sample of the page your notice printed on.**

***These procedures and policies have been affected by COVID-19. We are only publishing a paper on Monday, Wednesday and Friday at this time. Our office is currently closed to the public as we work remotely. We are only checking the mail once a week and cannot guarantee that we will receive publication requests and payments via mail OR courthouse dropbox in a timely manner. We are also emailing proof of publication to a majority of clients at this time, a policy that may change when we resume normal operations.*

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