

# THE DAILY REPORTER

## Publishing a Public Notice FAQ—Law Firm/Business Edition

### How can I submit a notice for publication?

There are multiple ways to submit a notice:

1. Email a copy to [publicnotices@dailyreporter.com](mailto:publicnotices@dailyreporter.com)
  - a. Provide your firm/business info in either the email signature or email body.
  - b. We accept WORD or PDF attachments.
  - c. If you want to review a proof prior to publication, please indicate so.
2. Mail a copy of the notice to our office address: The Daily Reporter 225 E. Michigan St., Ste. 300, Milwaukee, WI 53202\*\*
3. Bring a physical copy to our office located at 225 E. Michigan St., Ste. 300\*\*
4. Place in dropbox at Milwaukee County Courthouse in room 104\*\*

### Will you invoice my firm for the publication cost or do I need to prepay?

It depends on your firm/company's status in our system. You can check the status by emailing [publicnotices@dailyreporter.com](mailto:publicnotices@dailyreporter.com) OR calling Ali @ (414)225-1801

1. If you are considered **NET30**, our Regional Business Manager approved your firm's credit application and you met the minimal standards for invoicing. We will send an invoice with your proof of publication paperwork
2. If you are **Prepay**, we require payment prior to publication. Depending on the type of notice and the way in which you submit, we can take credit card payments via phone or checks. You do have the option to put a credit card on file with us that we will charge as needed.

### What days do you publish? / What are your deadlines?

We publish Monday through Friday. We have a two-day booking schedule with a noon deadline. Holidays may alter these deadlines and if so, we will provide the deadline schedule in our email correspondence. \*\*

### 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.

### What if I want to submit an Invitation to Bid or Request for Proposals?

If you want to place a paid notice for a Bid/Project, email it directly to [publicnotices@dailyreporter.com](mailto:publicnotices@dailyreporter.com) AND [jobtrac@dailyreporter.com](mailto:jobtrac@dailyreporter.com). If you would like more

detailed information about posting in JobTrac, please email [jobtrac@dailyreporter.com](mailto:jobtrac@dailyreporter.com) OR call Rich Holevoet at (414) 225-1822.\*\*

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

Proof of publication is mailed to the firm's office on the final date of publication. Proof of publication includes an invoice (one demonstrating payment for prepay clients), notarized affidavit and a request for sample page form. \*\*

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 [www.dailyreporter.com](http://www.dailyreporter.com).

*\*\*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.*