

THE DAILY REPORTER

Publishing a Public Notice

- 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 have a two-day booking schedule with an 11:00 am submission 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). 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.
- We do require the prepayment for publications (law firms, inquiry accordingly). The cost depends on the type of notice you publish. Quick prices are listed on the next page. Any prices that are not listed, please call for specific details.
- You can submit a copy of your paperwork multiple ways:
 - Dropbox located in room 104 at the courthouse
 - Can pay with check or money order
 - Via Mail to The Daily Reporter 225 E. Michigan St., Ste. 300 Milwaukee, WI 53202
 - Can pay with check or money order
 - Via Email to publicnotices@dailyreporter.com
 - Must pay with card payment via phone
 - IF WE CANNOT READ YOUR HANDWRITING OR THE SCAN IS BLURRY, WE WILL REQUIRE A PHYSICAL COPY

Law firms, if you have questions regarding procedures for your specific firm or account, please email or call.

Hours of Remote Operation—we do not offer walk-in services at this time: Monday – Friday 8:00AM to 4:00PM (hours may vary for our events and summer hours)

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

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

Quick Prices – for any prices not listed, please call:

- Small Claims: \$110.00 for one time publication
- Name Change: \$125.00 for once a week for three weeks publication
- Probate/Notice to Creditors: \$140.00 for once a week for three weeks publication
- Divorce: \$190.00 for up to 10 inches in typeset space, \$11.00 per inch after for once a week for three weeks publication.
- Large Claims Summons: \$235.00 for up to 10 inches in typeset space, \$11.00 per inch after for once a week for three weeks publication
- Sheriff's Sale/Foreclosure Sale Notice: \$565.00 for up to 10 inches in typeset space, \$11.00 per inch after for once a week for three weeks publication.