

KANE COUNTY SERVICE BY PUBLICATION FOR FAMILY LAW CASES

If the Circuit Clerk's Office is contacting the newspaper follow these instructions.

See the webpage link or the QR code for more information about Service by Publication.



illinois16thjudicialcircuit.org/Pages/Service-by-Publication.aspx

1. DECIDE WHICH NEWSPAPER IN KANE COUNTY TO PUBLISH WITH

Contact the newspaper to find out what days each paper publishes. The newspaper normally needs at least 3 days notice. You can call multiple newspapers to find the best price for publishing. Here are some area newspapers: Aurora Beacon News, Elgin Courier News, Daily Herald, Elburn Herald, All Shaw Newspapers, The Voice, La Voz Chicago, etc.

2. FILL OUT THE FORMS

See the QR code for sample forms. Complete the Publication Notice & Affidavit for Service by Publication. The forms are on the Kane County Circuit Clerk's Website under "Court Forms". ALL forms must be typed, so they are clear for the newspaper.

3. FILE THE FORMS

File the Publication notice, Authorization to publish, and Affidavit for Service by Publication through Odyssey eFileIL. When eFiling the Publication Notice, list the 30 day default date in the filing under "comments to the court". Once the forms are accepted by the Circuit Clerk, you will receive an email from Odyssey with a signed and file-stamped publication notice. If you cannot eFile, you can complete an Exemption from eFiling form and come in person to the Circuit Clerk's Office with the completed forms.

4. CLERK SENDS COPIES TO THE NEWSPAPER

The Circuit Clerk's office will send copies to the newspaper you picked. The newspaper will run the publishing for three consecutive weeks.

5. THE NEWSPAPER

After three weeks of publishing, search for the published notice through Public Notice Illinois. Filter your search by selecting the county (Kane), publication (the name of the newspaper you used), & dates it was published around. Once you find your publication, print it. eFile the printed publication with the Circuit Clerk's Office.

6. ATTEND YOUR NEXT COURT DATE

Tell the court you completed service by publication.

