

# Minor Guardianship Publication Information for Newspaper

## Instructions to Guardian:

- If you need to publish notice of this case, you can deliver this form to the newspaper.
- There is a fee to publish. If you cannot afford the fee, you can file for an *Application for Waiver of Court Fees*. In some counties, once you have been granted a fee waiver, you may also have to ask the judge to sign an order that the county pay the cost of publication. In other counties, you can just provide the newspaper with a copy of your fee waiver order they will publish your notice without charge to you.
- **Do not file this form with the court.** (In some counties, the Circuit Clerk will send the case information to the newspaper. Ask the Circuit Clerk about the process in your county.)
- The newspaper must print the notice at least once a week for three weeks in a row. A Certificate of Publication from the newspaper showing what they published and when has to be filed with the Clerk. Ask the newspaper if they send the Certificate directly to the Clerk. If they do not, you will need to file the Certificate with the Clerk.
- For more information, read our *How to File for Guardianship of a Minor Instructions*.

Re: *Minor Guardianship, Publication Notice*

Dear Newspaper:

I ask that you publish it in your newspaper once a week for 3 consecutive weeks. Send me the certificate of publication at my address below.

Thank you for your attention to this matter.

Sincerely,

Your Signature: /s / Print Name: \_\_\_\_\_

Your Address: \_\_\_\_\_  
Street, Apt. #, City State Zip Code

Your Phone Number: \_\_\_\_\_ Your Email: \_\_\_\_\_

## Instructions to Newspaper: Print the text below (except the italicized text).

State of Illinois, Circuit Court, County of \_\_\_\_\_  
*County where case was filed*

In re the Matter of: \_\_\_\_\_  
*List the first, middle, and last name of the minor child you are asking to be guardian of.*

Case Number: \_\_\_\_\_

To: *(List the first, middle and last names of all people to be notified by publication)*

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A court case for guardianship of a minor child has been filed. A court date is scheduled on:

\_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.  
Month, Day, Year Time

at \_\_\_\_\_ *Courtroom Address* *Courtroom Number*

*(Note: The court date must be at least 30 days after the first date this notice will appear in the newspaper.)*

You may be able to attend court remotely by phone or video. To find out more about options for attending court:

Phone: \_\_\_\_\_  
*Circuit Clerk's Phone Number*

Website: \_\_\_\_\_  
*Website URL*

If you do not attend the court date, a default judgment may be entered against you on or after that date.