

# Instructions for Completing the Affidavit of Mailing Published Notice

## HEADING

- a. Choose the county in the drop down box below the first blank. This is where you filed the Complaint or Petition.

a. IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY, NEBRASKA  
Choose the county

- b. Check the box next to what kind of case this is

**NOTE: These checkboxes and names will NOT print on your completed form.**

b. Type of Case - Check only one:  
 Case for Divorce     Case for Emancipation  
 Name change for a Minor     Name change for an Adult

- i. In cases for Divorce:

1. Enter your name. You are the plaintiff.
2. Enter your spouse's name. Your spouse is the defendant.

1. \_\_\_\_\_  
Plaintiff,  
vs.  
2. \_\_\_\_\_  
Defendant.

- ii. In Cases for Name Change for a Minor:

1. Enter the current names of the child(ren) that you are requesting name changes for in this case.
2. Enter your name as "Parent or Guardian"

1. IN RE NAME CHANGE OF:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Minor Child(ren),  
2. By Parent or Guardian:  
\_\_\_\_\_

- iii. In Cases for Name Change for an Adult:

1. Enter your current name You are the Petitioner.

1. IN RE NAME CHANGE OF:  
\_\_\_\_\_  
(your full name) Petitioner.

- iv. In cases for Emancipation:

1. Enter your name You are the Petitioner.

1. IN RE EMANCIPATION OF:  
\_\_\_\_\_  
(Your Full Name) Petitioner.

- c. The clerk of the district court gave you a case number when you filed the Complaint or Petition. You must include the case number on any papers you file.

c.  Case No.

### BODY OF THE AFFIDAVIT

- a. Enter your name in the next blank. This paragraph does not have a number.

a. I, , being first duly sworn on oath, state as follows:

The numbers below give instructions for completing the paragraphs with the same numbers in the Affidavit.

Paragraph 1. Enter the date you filed your petition.

1. 1. On , I filed a Petition for a

Paragraph 2. Enter the name of the newspaper and the date the notice was published for the first time.

2. 2. The  newspaper published notice of this case, for the first time, on .

Paragraph 3. Enter the date you mailed a copy of the published notice (the newspaper should give you copies) and the names and addresses of the interested persons(s) you mailed copies to.

- i. If there are more names and addresses, check the box and report those on a separate sheet.

3. 3. On , I mailed a copy of the published notice to the following person(s) at the following address(es):

Name:	Address:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

i.  Additional names and addresses provided on a separate sheet if necessary.

## FINAL SIGNATURE

**DO NOT SIGN THIS FORM UNTIL YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC.**

- a. Wait to sign your name until it can be notarized.
- b. Print your name.
- c. Enter the date
- d. Enter your mailing address.
- e. If this form is being completed by an attorney, enter your bar number and firm name.
- f. Enter the city, state, and ZIP code of your mailing address.
- g. Enter your telephone number, including the area code.
- h. Enter your email address, if any.

The form contains the following fields and callouts:

- a.** Points to the "Signature:" field.
- b.** Points to the "Date:" field.
- c.** Points to the "Printed Name:" field.
- e.** Points to the "Street Address/P.O. Box:" field.
- f.** Points to the "City/State/ZIP Code:" field.
- g.** Points to the "Telephone Number:" field.
- h.** Points to the "Email address:" field.
- d.** Points to a box containing "If complete by an attorney: Bar Number:" and a corresponding input field.

**Notary Section will be completed by a Notary Public.**

***This form must be signed and sworn to in the presence of a notary public.  
You must bring a photo identification for the notary to verify your identity.***