

**TAMI PENTEK
ASHTABULA COUNTY CLERK OF COURTS
25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047-1092**

POLICY RE: SERVICE BY PUBLICATION

Any request for service by publication must be accompanied by the affidavit of a party or legal counsel, as contemplated under Civ.R. 4.4(A)(1). Upon the filing an affidavit for service by publication, the party or counsel will prepare and submit the legal notice to an appropriate newspaper for publication. Payment for publication of all such legal notices will be the responsibility of the party requesting same, and will not be assessed as court costs. In order to determine publication costs and make payment arrangements, contact one of the local newspapers listed below.

Service by publication is considered complete only when the legal notice has been published for the appropriate number of weeks, and Proof of Publication has been filed with the Clerk of Courts. Proof of Publication shall consist of an affidavit from the publisher or its agent showing the fact of publication together with a copy of the notice of publication. It is the responsibility of the party or legal counsel to ensure that Proof of Publication is provided to the Clerk of Courts for docketing.

Contact information for our local newspapers is as follows:

Star Beacon
4626 Park Ave.
Ashtabula, Ohio 44004
440-998-2323

The Gazette
46 W. Jefferson St.
Jefferson, Ohio 44047
440-576-9115