

Publication Deadline Worksheet

Calculate, track, and record all your legal notice publication dates

Notice Information

Business / Estate Name: _____

Notice Type (DBA / Probate / LLC): _____

State: _____ County: _____

County Clerk Filing Date: _____

Newspaper Name: _____

Newspaper Contact: _____

Publication Schedule

Complete this section when you confirm publication dates with the newspaper.

Publication #	Date	Day of Week	Confirmed With	Initials
Publication 1	_____ _____	_____	_____	_____
Publication 2	_____ _____	_____	_____	_____
Publication 3	_____ _____	_____	_____	_____
Publication 4	_____ _____	_____	_____	_____
Publication 5	_____ _____	_____	_____	_____
Publication 6	_____ _____	_____	_____	_____

Critical Deadlines

Begin publication by (statutory window): _____

Final publication date: _____

Affidavit of publication expected from newspaper by: _____

Affidavit filing deadline (date of last pub + window): _____

Creditor claim period ends (probate only): _____

Certificate of Publication filing deadline (NY LLC only): _____

Affidavit of Publication Record

Affidavit received from newspaper on: _____

Affidavit filed with (office name): _____

Affidavit filed on: _____

Filing fee paid: \$ _____ Receipt #: _____

Conformed copy retained in records Yes No

Notes
