



Dale N. Atkins
CLERK OF COURT

MEMORANDUM

To: The General Public and Members of the Bar

From: Hon. Dale N. Atkins
Clerk of Civil District Court and Ex-Officio Recorder

Date: June 30, 2017

Re: The Times-Picayune as Official Journal for Clerk of Civil District Court's Office

Pursuant to La. R.S. 43:201.1, effective June 30, 2017, the Clerk of Civil District Court's Office has selected The Times-Picayune to continue as its official journal for all advertisements required to be made in relation to judicial proceedings.

The Times-Picayune will print judicial advertisements at the rate of \$0.22 per agate line. Additionally, all judicial and legal ads will be posted online at no extra charge, at The Times-Picayune's website www.nola.com.

The advertisements have to be received by The Times-Picayune on the prior Monday by 4:00 p.m. before the Wednesday publication date. You can submit your advertisements for publication by the following methods: delivery to the Clerk's Office, email to The Times-Picayune, fax to The Times-Picayune, and telephone call to The Times-Picayune. Below are the details regarding each method:

- To submit your advertisement to The Times-Picayune by delivering it to the Clerk's Office, the advertisements have to be received by the Clerk's office prior to Tuesday at 12:00 p.m. The advertisements will be picked up from the Clerk's office by a representative of The Times-Picayune on Tuesday afternoons to be published Wednesday of the next week.
- To submit your advertisements to The Times-Picayune via email, you would email it to Trina Jackson, Classified Legal Representative. The advertisement should be sent as an attachment to Trina Jackson at legals@nola.com. The Times-Picayune prefers that the attachment be a Word document. A pdf document is also acceptable. You may contact Ms. Jackson with questions, if you are using different software.

- To submit your advertisement to The Times-Picayune via facsimile transmission, the advertisements should be faxed to Trina Jackson at (504) 522-4536.
- To submit your advertisement to The Times-Picayune via telephone, you would call Trina Jackson at (504)826-3566.

Additionally, pursuant to La. R.S. 43:202, advertisement in auxiliary journal is required. The auxiliary journal remains the Louisiana Weekly.