

Legal Notices Ordering Portal

PUBLIC NOTICES |  **NORTH of BOSTON** MEDIA GROUP

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Create your public notice

[START HERE](#)

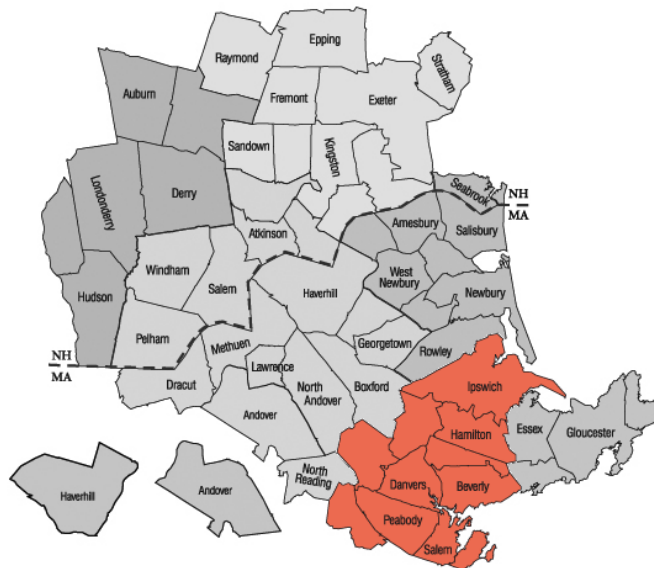
First Steps

- Click on “Start Here”
- The next page will show you a map of the North Shore and our publications. Choose the Newspaper that you need to use and click “Continue”

> Package > Template > Customize > Schedule > Purchase

Select Your Publication(s)

Click on the city area or names below to select where you would like your notice to appear.



- The Eagle-Tribune Public Notices
- The Salem News Public Notices
- The Daily News of Newburyport Public Notices
- Gloucester Daily Times Public Notices
- Andover Townsman Public Notices
- Derry News Public Notices
- Haverhill Gazette Public Notices
- Carriage Towne News Public Notices

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CONTINUE

Choose Package Type

- Choose the type of Notice you need to print.
- If this is for a municipal notice (NOI, RDA, Licensing, etc.) then select “All Other Public Notices”
- If you do not see a template that fits your notice, use “All Other Public Notices”
- For probate notices, pick the type. If you don’t see your specific type there, use “General Probate”

Publication > **Package** > Template > Customize > Schedule > Purchase

Choose your Package Type

Please choose the type of notice you would like to run from the list below.

All Other Public Notices	Change of Name	Conservatorship
Divorce Summons	Formal Probate Adjudication	Formal Probate Citation
General Probate	Guardianship Notice	Informal Probate

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Current Notice Selection

Your selections will be displayed in this information window

Publication: The Salem News Public Notices
Category: Public Notices

START OVER

GO HOME

Customize Your Notice

Customize your notice document by filling in the fields that correspond to the design. Be sure to check your spelling and formatting before continuing. The North of Boston Media Group is not responsible for any false, inaccurate or omitted notices.

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CONTINUE

Optional Affidavit Email Address

SN - Publication Dates

If you need an affidavit (additional cost), enter the email address to which the electronic affidavit should be sent.

Header

B *I* U [Left Align] [Center Align] [Right Align] [Justify] [List Bullets] [Link]

In the “Header” section you can place the title or header of the notice.

Notice Copy*

B *I* U [Left Align] [Center Align] [Right Align] [Justify] [List Bullets] [Link]

The “Notice Copy” box is for the body of the text.

Current Notice Selection

Your selections will be displayed in this information window

Starting at \$19.56
Publication: The Salem News Public Notices
Category: Public Notices
Classification: All Other Public Notices
Package: Public Notices

START OVER

GO HOME

Type the text into the box or copy and paste the text from whatever document you’re working with.

You can make parts of the text **bold**, underlined, *italicized*, by clicking the corresponding button here. You can also change the text orientation to centered, right or left justified.

You can either type in the boxes or copy the text from another document and paste it into the fields.

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SAVE NOTICE FOR LATER

CONTINUE

Customize Your Notice

Customize your notice document by filling in the fields that correspond to the design. Be sure to check your spelling and formatting before continuing. The North of Boston Media Group is not responsible for any false, inaccurate or omitted notices.

BACK

CONTINUE

Optional Affidavit Email Address

If you need an affidavit (additional cost), enter the email address to which the electronic affidavit should be sent.

Header

B *I* U [List of alignment and list icons]

PUBLIC NOTICE
City County State

Notice Copy*

B *I* U [List of alignment and list icons]

This is a test to show what the public notice will look like and what font modifications are possible. For notices regarding municipality matters, this will be the template to use. This is also the template for **Land Court** notices and Notices of Sale regarding property matters.

This is a good option any time you are not running the standard probate notices provided by the state. This is also a good option if the notice you're running is from a state other than *Massachusetts*. Whenever possible, it will be best to copy and paste the text into these fields to avoid typos. You will

PUBLIC NOTICE
City County State

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This is a good option any time you are not running the standard probate notices provided by the state. This is also a good option if the notice you're running is from a state other than *Massachusetts*. Whenever possible, it will be best to copy and paste the text into these fields to avoid typos. You will be responsible for ensuring that the information you include is correct.

Closing information
SN - Publication Dates

Current Notice Selection

Your selections will be displayed in this information window

Starting at \$195.63
Publication: The Salem News Public Notices
Category: Public Notices
Classification: All Other Public Notices
Package: Public Notices

START OVER

GO HOME

← As you put the notice together, a preview will appear here showing you what the notice will look like. You can make modifications. Once you're satisfied with the preview, press "Continue."

Schedule your notice

Schedule your public notice below. To select your days, click on the available dates (light gray background). The YELLOW dates are the selected run dates. To deselect a date, click on the date again. **If you entered an Optional Affidavit Email Address on the previous screen, you must check the box next to Affidavit to have an Affidavit created for your Notice.**

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SHOW AD PREVIEW

CONTINUE

The Salem News Public Notices Schedule

March, 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Select date

REMOVE PUBLICATION

Optional Extras

Affidavit

Affidavit Part 2: Check the box if your Legal Notice needs to have an electronic affidavit sent after the notice last run date. The Affidavit will be sent to the email entered in the previous screen.

Current Notice Selection

Your selections will be displayed in this information window

Total Notice Cost \$195.63

Schedule Detail:

Mar 31, 2023 \$195.63

Publication: The Salem News Public Notices

Category: Public Notices

Classification: All Other Public Notices

Package: Public Notices

START OVER

GO HOME

Choose the date to publish. The cost will display above. Once the date is selected, choose "Continue"

You can select multiple dates if your notice needs to run more than once.

If you're not ready to complete the order you can choose to save it and come back later.

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SAVE NOTICE FOR LATER

CONTINUE

Register

Before you can pay for your order, you must login or register.

Login to an existing account

If you already have an account, type your username and password below. If you forgot your username or password, click on the link and your information will be emailed to the address associated with your account.

*** Required Fields**

User Name*

[Forgot Username](#)

Password*

[Forgot Password](#)

BACK

LOGIN

Create a new account

Choose a Username and Password for your account below

*** Required Fields**

User Name*

Password*

Retype Password*

If you have an account, enter Username and Password

If you do not have an account, you can create one by filling out the form with your contact information.

Create a new account

Choose a Username and Password for your account below

* Required Fields

User Details

Please enter the personal details that will be associated with your account

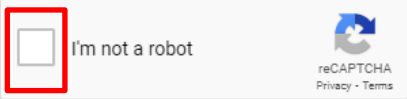
US

Choose a Username and Password and then enter your contact information.

A username can be anything, often it's easiest to use your first initial and last name or your email address, something easy to remember.

When entering your phone number, please use this format:
000-000-0000

Any field with a * indicates that field is required. The others are optional.



Thank You

Please accept our thanks for registering today. We hope you enjoy your experience.

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CREATE ACCOUNT

Be sure to click the Captcha box. Once the form is complete, choose “Create Account” which will take you to the Payment page

HOME MY NOTICES ▾ DEADLINES/PRICING FAQs CONTACT US VIEW PUBLIC NOTICES ▾ LOGOUT TESTUSER2

Publication > Package > Template > Customize > Schedule > Purchase

Pay for Notice and Submit for Publication

This is your last step! You just need to enter your credit card billing information and verify your notice details to the right before you submit your notice for publication. Once you click the submit button, your credit card will be charged.

Payment Information

Please enter the credit card holder billing address as it appears on your statement

First Name *
Test

Last Name *
User2

Billing Address*
100 Alphabet Street

City*
Reverly

Current Notice Selection

Your selections will be displayed in this information window

Total Notice Cost \$195.63

Schedule Detail:
Mar 31, 2023 \$195.63

Publication: The Salem News Public Notices

Category: Public Notices

Classification: All Other Public Notices

Package: Public Notices

START OVER

GO TO MY NOTICES

On the Payment page be sure that the date and publication shown here are correct.



Payment

Enter your credit card information here. Your information will be carried over a secure connection.

Visa , MasterCard American Express Discover



agree to the terms and conditions

BACK

SAVE NOTICE FOR LATER

PURCHASE NOTICE

Enter credit card information here. Be sure that the billing information matches the address and name you've already entered to create the account. If it differs, you can change it on this page.

Be sure to check the tick box here

To purchase the notice and receive a confirmation, click "Purchase Notice" If you're not ready to confirm, select "Save Notice For Later" and saved copy will appear under your account and you can confirm at a later time.

For customers on account, an option to “Bill to client account” will appear. Check this tick box if you would like to receive an invoice instead of paying by credit card. The notice will appear on your monthly invoice per usual.

Payment

Check the box below to bill to the client account directly. No credit card information will be required if this box is checked.

- Bill to client account
- I agree to the terms and conditions

BACK

SAVE NOTICE FOR LATER

PURCHASE NOTICE

SEND EMAIL CONFIRMATION

ORDER DETAILS

Order Number: **WT0060968**
Order Status: Submitted
Classification: All Other Public Notices
Package: Public Notices
Notice Estimate: \$273.88
Payment Type: Account Billed
User ID: WT0018780

ACCOUNT INFORMATION

Test User1
100 Turnpike Street
North Andover, MA 01845
978-675-2710
cmaacdonald@northofboston.com

PREVIEW FOR AD NUMBER WT00609680

Clicking here
will show a
preview copy of
the ad that you
can download to
review.

**NOTICE OF PUBLIC HEARING
TOPSFIELD CONSERVATION
COMMISSION**
A **Public Hearing** will be held via remote participation through video and/or audio conference **Wed., February 8, 2023 at 7 PM** (or time case is reached) to consider a **Request for Determination of Applicability** partially after-the-fact to install two culverts, maintenance of existing culvert, install retaining wall, maintenance of stream channel and field expansion within Buffer Zone, Bordering Vegetated Wetland, Riverfront Area, Land Under Water Bodies and Waterways and Bordering Land Subject to Flooding at 37 River Road (Map 48, Lot 012). Applicant: Macisz. This is in accordance with requirements of MGL Ch. 131, Sect. 40, & Topsfield General Wetlands Bylaw, Ch. 62. Meeting participation instructions will be listed on the meeting agenda posted with the Town Clerk a minimum of 48 hours prior to the meeting date or contact conservation@topsfeld-ma.gov.
Susan Winslow
Administrative Assistant
Topsfield Conservation Commission
SN - Publication Dates

Preview Your Notice

<< Click here to print a printer friendly version >>

TRANSACTION REPORT

Date: March 28, 2023 11:58:34 AM EDT
Amount: \$273.88

SCHEDULE FOR AD NUMBER WT00609680

March 31, 2023
The Salem News Public Notices

Be sure to review the date and publication to be sure it's correct.

CREATE A NEW NOTICE

LOGOUT

- MY NOTICES**
- CREATE NEW NOTICE
- VIEW ALL NOTICES
- MY ACCOUNT INFO
- LOGOUT

Welcome Test


For quick access to your notices, review your dashboard

CREATE NEW NOTICE

When you log into your account, you'll see the main page with saved notices, current notices, and future notices.

Your Saved Notices

These notices have been created but need to be scheduled and/or paid for before they will run

 **Ad Number: WT0020013**
 Template:Generic Public Notice
 February 6, 2023
 The Salem News Public Notices:

Order Status: Saved
 Creation Date: 2/1/23 5:37 PM
 Last Modified: 2/1/23 5:37 PM
 By: TestUser1

[View Details](#)
[Modify/Submit](#)
[Delete Notice](#)

 **Ad Number: WT0020013**
 Template:Generic Public Notice
 February 6, 2023
 The Salem News Public Notices:

Order Status: Saved
 Creation Date: 2/1/23 5:37 PM
 Last Modified: 2/1/23 5:37 PM
 By: TestUser1

[View Details](#)
[Modify/Submit](#)
[Delete Notice](#)

To purchase a saved notice or make a change to a future notice click on **Modify/Submit**

Your Current Notices


These notices are currently running in the newspaper

No current notices found

To modify a pending notice, click on **Modify/Submit**


Your Future Notices

These notices have been paid for and will run in the next 30 days

 **Ad Number: WT00609680**
 Template:Generic Public Notice
 March 31, 2023
 The Salem News Public Notices:

Order Number: WT0060968
 Order Status: Submitted
 Creation Date: 1/27/23 9:19 AM
 Last Modified: 3/28/23 11:58 AM
 By: TestUser1

[View Details](#)
[Modify Notice](#)
[Reschedule Notice](#)
[Cancel Notice](#)
[Reorder Notice](#)

 **Ad Number: WT00609660**
 Template:Generic Public Notice
 April 6, 2023
 Carriage Towne News Public Notices:

Order Number: WT0060966
 Order Status: Submitted
 Creation Date: 3/24/23 10:00 AM
 Last Modified: 3/24/23 10:00 AM
 By: TestUser1

[View Details](#)
[Modify Notice](#)
[Reschedule Notice](#)
[Cancel Notice](#)
[Reorder Notice](#)

You can cancel or reschedule a future-dated notice here as well.

FAQs

- If the date you need to publish is not available on the calendar it's either a date we don't print a paper or it's past deadline. We need at least 2 business days notice.
- If your notice date is past deadline, please contact us for options.
- If your payment declines, before trying it again, be sure your address matches the bill-to information on the card. If you try it multiple times, the order will lock and you will need to contact us to complete the purchase.
- If you are placing a probate ad and the template you need to use doesn't exactly match your citation, please use the General Probate option. This will allow greater customization.
- For notices needing a specific format that you don't see offered here, please contact us and we can create a custom ad.
- If you need the notice to appear in multiple publications, please create an order for each publication. You can do this by clicking the "Reorder" option on the first ad created. It will use the same text, but allow you to pick a different paper.
- To send a copy of the notice to another party you can either download a copy and email it, or have the email sent from the order using "Email Confirmation."