

# HOW TO USE UTAHLEGALS.COM

Utah law requires legal notices to be placed online. The newspaper in which the notice was published places it online on the first print date.

## SEARCHING

- Notices published within the last 3 weeks appear.
- To find notices older than 3 weeks, change the date range (see below).

### BY KEYWORD

1. Select the newspaper from the drop-down menu next to “Search,” or leave “All Newspapers” to see notices from throughout the state.
2. Enter the keyword(s) in the “for” box
3. Click “Go.”

### BY NEWSPAPER

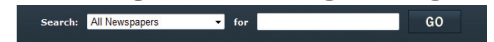
1. Click on the “Search” drop-down menu and select the newspaper
2. Enter keyword(s) or leave the field blank to see all legal notices from that newspaper from the past 3 weeks.
3. Click “Go.”
4. Or, browse all legal notices that have published in the past 3 weeks from a newspaper by clicking on its name.



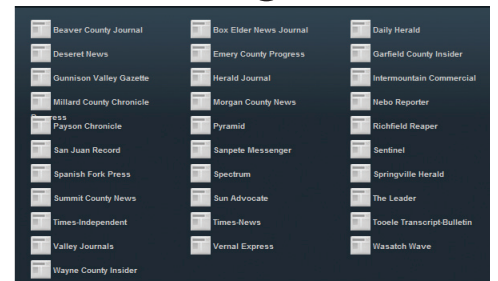
1

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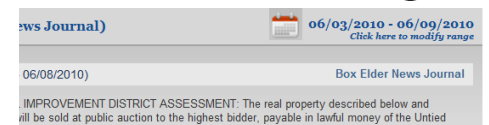
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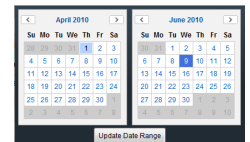


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## CHANGING THE DATE RANGE

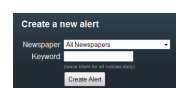
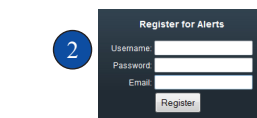
1. Complete your initial search.
2. A calendar icon in the upper right hand corner will appear, next to a date range. Click the calendar or dates.
3. A set of two calendars will appear. Click on the start date on the left calendar and end date on the right calendar of the search you'd like to do.
4. Click “Update Date Range.”
5. The last date on the legal notice is used in the date range search.

## ALERTS

Alerts allow a specific set of criteria to be selected, which will send you an email when legals meeting your criteria are posted.

### TO SET UP AN ALERT

1. Click on “Alerts,” then “Register Now.”
2. Enter the information requested (username, password, email). Record this for future use, then click “Register.”
3. Click on the newspaper or leave “All Newspapers” in the drop-down menu
4. Type in the keyword(s) you'd like to monitor.
5. Click on “Create Alert.”
6. To stop receiving an alert, log in with your username and password, then click the “X” by the alert you wish to delete.



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## OTHER INFORMATION

- **REMOVAL:** The party that placed the notice must contact the newspaper for removal. It is not possible for Utah Press to remove a notice.
- **DETERMINING WHEN THE NOTICE WAS POSTED:** The date next to the title of the legal notice indicates when it was posted online and the first day it appeared in print. The last day in the range indicates the last day it appeared or will appear in print.



FOR OTHER QUESTIONS,  
contact Utah Press at  
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