



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary

December 16, 2024

KEEP THIS DOCUMENT FOR YOUR RECORDS

Monroe Times

Kathy Pierce
1065 4th Ave West
Monroe, WI 53566

2025 Certification of Legal Notice Rates for Newspapers

This letter certifies that the newspaper listed above may collect a fee for publishing legal notices required by Wisconsin law. Certification requirements are reviewed and legal are updated annually pursuant Chapter 10 ELECTION DATES AND NOTICES and 985 PUBLICATION OF LEGAL NOTICES; PUBLIC NEWSPAPERS; FEES of the Wisconsin Statutes.

- Part One lists information currently on file about this newspaper
Part Two addresses general legal/public notices
Part Three covers election facsimile ballots
Part Four contains general information about the certification process

Effective Dates

Unless otherwise updated and amended, this certification letter governs notices published on:
January 1, 2025 through December 31, 2025.

The information below will determine the rates/fee for this newspaper and is published on the Internet. Contact the Department of Administration IMMEDIATELY with changes to any of the information listed in this document:

Circulation: 2,349 Telephone: (608) 328-4202
Circulation Adjust: 0% Fax:
Day(s) Published: W Sa E-Mail: officemgr@themonroetimes.com
County: Green Parent Co.: Morris Newspaper of Wisconsin
Place of Publication: Monroe, WI
Areas Covered: Albany, Argyle, Blanchardville, Brodhead, Brooklyn, Browntown, Juda, Monroe, Monticello, New Glarus, South Wayne

Insertion Rates

Your newspaper is certified for the fonts and column widths in the following list. Use the corresponding adjusted line rates to calculate fees.

Table with 7 columns: Font(s), Point Size, Alphabet Length, Column Width, Font Base, ADJUSTED RATES (First Insert, Subsq Insert). Rows list various Arial font sizes and column widths with corresponding rates.

2021-22 Wisconsin Statutes updated through 2023 Wis. Act 272 and through all Supreme Court and Controlled Substances Board Orders filed before and in effect on November 8, 2024. Published and certified under s. 35.18. Changes effective after November 8, 2024, are designated by NOTES. (Published 11-8-24)

Arial	7	90	21.90	1.6745	1.6745	1.3227
Arial	7	90	29.30	2.2403	2.2403	1.7696
Arial	7	90	36.90	2.8214	2.8214	2.2286
Arial	7	90	44.30	3.3872	3.3872	2.6755
Arial	8	102	6.90	0.4655	0.4655	0.3677
Arial	8	102	14.30	0.9648	0.9648	0.7621
Arial	8	102	21.90	1.4775	1.4775	1.1671
Arial	8	102	29.30	1.9767	1.9767	1.5614
Arial	8	102	36.90	2.4895	2.4895	1.9664
Arial	8	102	44.30	2.9887	2.9887	2.3608
Arial	9	114	6.90	0.4165	0.4165	0.3290
Arial	9	114	14.30	0.8632	0.8632	0.6818
Arial	9	114	21.90	1.3220	1.3220	1.0442
Arial	9	114	29.30	1.7687	1.7687	1.3971
Arial	9	114	36.90	2.2274	2.2274	1.7594
Arial	9	114	44.30	2.6741	2.6741	2.1123
Arial	10	128	6.90	0.3710	0.3710	0.2930
Arial	10	128	14.30	0.7688	0.7688	0.6073
Arial	10	128	21.90	1.1774	1.1774	0.9300
Arial	10	128	29.30	1.5752	1.5752	1.2443
Arial	10	128	36.90	1.9838	1.9838	1.5670
Arial	10	128	44.30	2.3816	2.3816	1.8812
Arial	11	140	6.90	0.3392	0.3392	0.2679
Arial	11	140	14.30	0.7029	0.7029	0.5552
Arial	11	140	21.90	1.0765	1.0765	0.8503
Arial	11	140	29.30	1.4402	1.4402	1.1376
Arial	11	140	36.90	1.8138	1.8138	1.4327
Arial	11	140	44.30	2.1775	2.1775	1.7200
Arial	12	154	6.90	0.3083	0.3083	0.2435
Arial	12	154	14.30	0.6390	0.6390	0.5047
Arial	12	154	21.90	0.9786	0.9786	0.7730
Arial	12	154	29.30	1.3093	1.3093	1.0342
Arial	12	154	36.90	1.6489	1.6489	1.3024
Arial	12	154	44.30	1.9795	1.9795	1.5636
Arial Bold	6	84	6.90	0.5653	0.5653	0.4465
Arial Bold	6	84	14.30	1.1715	1.1715	0.9254
Arial Bold	6	84	21.90	1.7941	1.7941	1.4171
Arial Bold	6	84	29.30	2.4003	2.4003	1.8960
Arial Bold	6	84	36.90	3.0229	3.0229	2.3878
Arial Bold	6	84	44.30	3.6291	3.6291	2.8667
Arial Bold	7	98	6.90	0.4845	0.4845	0.3827
Arial Bold	7	98	14.30	1.0041	1.0041	0.7932
Arial Bold	7	98	21.90	1.5378	1.5378	1.2147
Arial Bold	7	98	29.30	2.0574	2.0574	1.6251
Arial Bold	7	98	36.90	2.5911	2.5911	2.0467
Arial Bold	7	98	44.30	3.1107	3.1107	2.4571
Arial Bold	8	112	6.90	0.4239	0.4239	0.3349
Arial Bold	8	112	14.30	0.8786	0.8786	0.6940
Arial Bold	8	112	21.90	1.3456	1.3456	1.0629
Arial Bold	8	112	29.30	1.8002	1.8002	1.4220
Arial Bold	8	112	36.90	2.2672	2.2672	1.7908
Arial Bold	8	112	44.30	2.7219	2.7219	2.1500
Arial Bold	9	126	6.90	0.3768	0.3768	0.2977
Arial Bold	9	126	14.30	0.7810	0.7810	0.6169
Arial Bold	9	126	21.90	1.1961	1.1961	0.9448
Arial Bold	9	126	29.30	1.6002	1.6002	1.2640

Arial Bold	9	126	36.90	2.0153	2.0153	1.5919
Arial Bold	9	126	44.30	2.4194	2.4194	1.9111
Arial Bold	10	140	6.90	0.3392	0.3392	0.2679
Arial Bold	10	140	14.30	0.7029	0.7029	0.5552
Arial Bold	10	140	21.90	1.0765	1.0765	0.8503
Arial Bold	10	140	29.30	1.4402	1.4402	1.1376
Arial Bold	10	140	36.90	1.8138	1.8138	1.4327
Arial Bold	10	140	44.30	2.1775	2.1775	1.7200
Arial Bold	11	154	6.90	0.3083	0.3083	0.2435
Arial Bold	11	154	14.30	0.6390	0.6390	0.5047
Arial Bold	11	154	21.90	0.9786	0.9786	0.7730
Arial Bold	11	154	29.30	1.3093	1.3093	1.0342
Arial Bold	11	154	36.90	1.6489	1.6489	1.3024
Arial Bold	11	154	44.30	1.9795	1.9795	1.5636
Arial Bold	12	168	6.90	0.2826	0.2826	0.2232
Arial Bold	12	168	14.30	0.5857	0.5857	0.4627
Arial Bold	12	168	21.90	0.8970	0.8970	0.7086
Arial Bold	12	168	29.30	1.2002	1.2002	0.9480
Arial Bold	12	168	36.90	1.5115	1.5115	1.1939
Arial Bold	12	168	44.30	1.8146	1.8146	1.4333

Ballots

Fees for publishing ballots are calculated by area. The fee is charged as if the area occupied by the ballot were set in the standard line described in s. 985.08 (2)(a), Wis. Stats.

“All legal notices shall be in Arial type face. A standard line shall be 6-point Arial on a 6-point leading without spacing between the lines, and 11 picas in length. One inch equals 6 postscript pica and 72 postscript points. Nonstandard line lengths shall be allowed with adjustments in fees according to variations in line length.”

To calculate ballot rates use the current statute standard line rate of **\$0.9462** first insert and **\$0.7474** subsequent insertion, multiplying by 12 lines per inch, then dividing by 11 picas per column and applying the newspaper’s circulation adjustment.

Use the following worksheet to calculate fees for ballots:

- a) Measure the width of the ballot in picas (1 inch = 6 picas = 72 points): (a) _____
- b) Measure the height (single column) of the ballot in inches: (b) _____
- c) Multiply line (a) times line (b) equals: (c) _____
- d) Enter the appropriate adjusted facsimile ballot rate from the table below: (d) \$ _____

Range	Circulation Adjustment	Ballot Rate per line
First Insert:	\$0.9462	
8,000 or less	0%	\$0.9462
8,001-12,000	15%	\$1.1010
12,001-16,000	30%	\$1.2559
16,001-20,000	45%	\$1.4107
20,001-24,000	60%	\$1.5655
24,001 and up	75%	\$1.7204
Subsequent Insert:	\$0.7474	
8,000 or less	0%	\$0.7474
8,001-12,000	15%	\$0.8697
12,001-16,000	30%	\$0.9920
16,001-20,000	45%	\$1.1143
20,001-24,000	60%	\$1.2366
24,001 and up	75%	\$1.3589

e) Multiply line (c) times line (d) = TOTAL \$ _____

Sample Ballots shall be published per the copy furnished by the county and municipal clerks. Introductory and descriptive text includes material which accompanies the ballot, but which in itself is not part of the actual ballot. Fees for such are not calculated as facsimile ballots. Unless directed otherwise by the election official, this material should be published using the appropriate legal notice font and line rate from this certification.

s. 5.94 "Sample ballots; publication. When an electronic voting system employing a ballot that is distributed to electors is used, the county and municipal clerk of the county and municipality in which the polling place designated for use of the system is located shall cause to be published, in the type B notices, a true actual-size copy of the ballot containing the names of offices and candidates and statements of measures to be voted on, as nearly as possible, in the form in which they will appear on the official ballot on election day. The notice may be published as a newspaper insert. Municipal clerks may post the notice if the remainder of the type B notice is posted."

SIZE: Election ballots may **not** be enlarged. If appropriate to provide a proper fit for a newspaper's standard column width, ballots may be reduced in size photographically. If reduced, the fee calculations are based on the area covered by the ballot as published, i.e., after it is reduced.

Chapter 10 of the Wisconsin Statutes provides the information necessary to publish election ballots in newspapers.

OPTICAL SCAN BALLOTS: These were developed after the requirements of Chapter 985 Wisconsin Statutes were established. Responsibility for readability lies with the county or municipality placing the notice.

MEASUREMENTS: For purposes of this certification, 1 inch = 6 picas = 72 points.

RATES: Wisconsin Statutes establish the standard line rate for publication of legal notices and the annual adjustment procedure. The rates for each newspaper are calculated by adjusting for the font alphabet length, the newspaper's column width(s) and total paid circulation. (Please refer to s. 985.08(2)(a), Wis. Stats.)

INSERTION: Use first insert rates to calculate fees for the first date a notice or ballot is published. First insert rates include an allowance for preparatory work by the publisher. Use subsequent insert rates for repeat publications of the same notice or ballot, i.e., when no additional preparation is needed.

COPY: When electronic copy for the entire legal notice or substantial areas thereof is provided, eliminating typesetting, enlargements or reductions, or other changes by the newspaper, the maximum rate is the same as the maximum rate established under sub.(1) for subsequent insertions. (Please refer to s. 985.08 (2)(b), Wis. Stats.)

TEAR SHEETS: Upon request, a tear sheet proof of a multiple insertion notice shall be mailed to the advertiser or the advertiser's attorney within 72 hours after the first insertion, and an additional charge of \$1 for such tear sheet proof may be made. (Please refer to s. 985.08 (8), Wis. Stats.)

AFFIDAVITS: The fee for an affidavit of publication shall be \$1.00 (Please refer to s. 985.12(4), Wis. Stats.)
985.12(1) The affidavit of the editor, publisher, printer or proprietor of any newspaper, or of his or her foreman or principal clerk, of the publication of any legal notice, annexed to a copy of the notice clipped from the newspaper in **either hard copy or electronic format**, and specifying the date of each insertion, and the paper in which it was published, shall be received in all cases as presumptive evidence of the publication and of the facts stated therein.

RENEWALS: Annually updated legal notice rate certification to newspapers who meet the statutory requirements. Newspapers need to contact the State Bureau of Procurement for any changes in address, font size, column width or any of the items listed in this certification. (Please refer to s. 985.08(1), Wis. Stats.)

Newspapers must contact the Department of Administration for any changes in public notice contact personnel, address, font sizes, column width and/or any of the items listed in this certification.

If you have any questions about this certification, please email me at: william2.goff@wisconsin.gov or you can call me at (608) 266-1002.

Sincerely,
Bill Goff
Newspaper Certification Program

Attachment
Chapter 985