

## New York Publication: Steps and Timeline\*

\*Timeframes are approximate and are subject to change based on volume of publication/filing requests received by Advertiser, County Clerk and the NY Department of State.

Step by Step Publication Procedure	Approximate Time to Complete (in Days)
New Limited Liability entity formed/qualified or request received to proceed with publication for existing entity. Evidence sent to client with draft of publication wording for approval.	1
Average time it takes for client to approve publication notice wording**. Notice is sent to Advertiser for processing. <b>** Note that you can reduce the time needed to complete the publication process by reviewing and approving the notice wording as quickly as possible.</b>	6
Advertiser obtains designation of newspapers from County Clerk and coordinates with publishers to place notices in newspapers.	10
Time between coordination with publishers and first day of publication in designated newspapers	14
Publication runs for 6 consecutive weeks in two newspapers.	42
Time it takes for newspapers to issue Affidavits of Publication after the last day of publication. <b>This time frame is likely to increase as May 31st deadline approaches.</b>	21
Certificate of Publication with Affidavits attached are sent to New York Department of State for filing. <i>(These are typically filed on 24-hour basis; can be filed same day if submitted by noon.)</i>	1
Upon acceptance of the Certificate of Publication by the NY Dept of State, the entity will be deemed in compliance with the publication requirements.	1
New York Department of State issues evidence of filed Certificate of Publication. Evidence is currently received within 2 days of filing. <b>This time frame is likely to lengthen as the May 31st deadline approaches.</b> <i>Verbal confirmation of filing can be provided upon request.</i>	2
<b>Approximate number of days to complete publication process</b> <i>As of 3/12/09</i>	<b>98</b>

Limited liability entities that are formed or authorized to do business in New York after June 1, 2006, which fail to comply with the publication requirements within 120 days after their formation or qualification will have their authority to carry on, conduct or transact any business suspended.

Entities formed between January 1, 1999 and May 31, 2006 will be deemed in compliance with the publication requirement if the entity filed at least one affidavit of the printer or publisher with the Dept. of State at any time prior to June 1, 2006. **Entities that did not comply under old law publication requirements have until May 31, 2007 to comply or they will be suspended.**

*Entities formed or qualified before January 1, 1999, will be deemed in compliance whether or not they published or filed affidavits with the Dept. of State.*