

Ingham County Bar Association BRIEFS Insert Rates & Policies

Publication Insert Rates:

Issue	Publication Schedule	Submit Deadline
Sept	Sept 15	Aug 15
Dec	Dec 15	Nov 15
March	March 15	Feb 15
June	June 15	May 15

***Discounts for Members and Sponsors:** All ICBA members in good standing receive a 25% discount on the Insert Rates. For the discount to apply, all lawyers mentioned in the insert must be members of ICBA, or the law firm must be a sponsor of ICBA.

Classified inserts (text only) will be published for free for ICBA members in good standing. A classified insert includes an office space for rent/lease/sale, an employment opportunity, and/or a request for employment.

Multiple-Issue Rates: – Full payment is required in advance

Non-Member Rates	1 Issue	2 Issues	4 Issues
¼ Page Insert	\$100	\$170	\$300
½ Page Insert	\$200	\$380	\$680
Full Page Insert	\$375	\$630	\$1100
Classified Insert	\$25.00	\$42.50	\$75

Member Rates	1 Issue	2 Issues	4 Issues
¼ Page Insert	\$75.00	\$127.50	\$225
½ Page Insert	\$150.00	\$285	\$600
Full Page Insert	\$281.25	\$472.50	\$825

Distribution: BRIEFS is distributed electronically (not in print format) to ICBA members, Michigan Supreme Court justices, Court of Appeals judges, and local judges. Previous issues of BRIEFS are always [accessible online](#). The September issue of BRIEFS is sent to prospective ICBA members. ICBA members can always access archived issues of BRIEFS and also receive bi-weekly member updates from the ICBA president.

Insert Requirements: Graphics must be in .jpg (JPEG) or .gif (GIF) format. Graphics must be provided as a separate file and not just included in the document. Special fonts needed for advertising should be provided. Please use a minimum 12-point text size. Color does not cost extra because BRIEFS is only produced and distributed electronically.

Payment: Insert payments must be submitted with the contract for the selected term.
Full payment is required in advance.

Cancellations: Cancellations of any part of a contract voids all rate and position agreements. No changes or cancellations can be made if 1 (one) week has passed after the published Submit Copy deadline.

Terms and Agreements: The publication requestor is solely liable for all content and inserts and is responsible, without limitation, for any and all claims made regarding any inserts or the content thereof against the ICBA, its board members, or contracted service providers. The publisher reserves the right to publish materials from a previous insert if new materials are received after the published deadline. The word "insert" will appear on any insert that resembles editorial content. All inserts remain the property of the ICBA. BRIEFS committee chairs and the editor reserve the right to revise, reject, or omit any insert at any time without notice. Any fee paid will be refunded.

QUESTIONS? Contact the Editor at briefs@inghambar.org with insert placement questions.

New policies adopted at the 2/16/222 Board Meeting

Updated 7/23/26 EW
Updated 12-19-2024 TC

BRIEFS Publication Insert Contract

Please publish the checked below in ICBA BRIEFS for my publication insert.

Size

- ☐ ¼ page (3.75" W x 4" H) ☐ Full Page (7.875" W x 8.35" H)
- ☐ ½ page Horizontal (7.87" W x 4" H)
- ☐ ½ page Vertical (3.875" W x 8.35" H)

Placement:

- ☐ One issue (please select month) ☐ Sept ☐ Dec ☐ March ☐ June
- ☐ Two Issues (please select months) ☐ Sept ☐ Dec ☐ March ☐ June
- ☐ Four Issues (please select months) ☐ Sept ☐ Dec ☐ March ☐ June

Requested From

Company		
Address		
City	State	Zip
Phone		Fax
E-mail address		Web Site
Authorized by (Name)		(Title)

Please return to ICBA:

P.O. Box 66, Grand Ledge, MI 48837

Phone 517-627-3938

Email: info@inghambar.org

Cancellations: Cancellations of any part of a contract voids all rate and position agreements. No changes or cancellations 1 (one) week after the published deadline.

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Entire Agreement: This contract constitutes the entire agreement and understanding between the parties relating to the subject matter of the contract. The terms of this contract and publication schedule set forth above may be changed.

Payments must be submitted with the contract for the selected term.

Full payment is required in advance.

☐ Use copy
enclosed

☐ Copy mailed separately

☐ Check enclosed

Updated 7/23/26 EW