

# WASHINGTON COUNTY, PENNSYLVANIA

## OFFICE OF THE SHERIFF

ANTHONY E. ANDRONAS  
SHERIFF

ANTHONY MOSCO  
CHIEF DEPUTY

BLACKWELL & ASSOCIATES  
SOLICITOR



COURTHOUSE SQUARE  
SUITE 303  
100 WEST BEAU STREET  
WASHINGTON, PA 15301

724-228-6840

FAX 724-223-4719

### INSTRUCTIONS FOR FILING A WRIT OF EXECUTION AND THIS NOTICE PACKET:

#### PLAINTIFFS:

This packet must be captioned and accompany any/all Writs of Execution for levy or garnishment. (One packet per Writ.) The packet consists of notice, major exemptions and claim form. Do not enter any information on the claim form.

#### DEFENDANTS:

If you receive a Writ of Execution and/or your bank account is frozen, this claim form must be filed with the Sheriff as soon as possible after notification of bank account garnishment. If a levy was performed and the property levied belongs to someone else, the claim form must be completed for each person filing claim on levied or attached items that do not belong to the Defendant but to the individual filing the claim.

A \$30 fee is required for each person filing claim with the Sheriff. It must be in cash, check or money order and presented at the time of filing the exemption. A hearing will be requested before a Judge of the Court of Common Pleas of Washington County and you will be notified of time/date and courtroom to present your exemption defense. You will be notified at the phone number you place on the exemption claim form.

IN THE COURT OF COMMON PLEAS OF WASHINGTON COUNTY, PA

Plaintiff  
vs.  
Defendant

No:  
  
CIVIL ACTION – LAW

**WRIT OF EXECUTION NOTICE**

This paper is a Writ of Execution. It has been issued because there is a judgment against you. It may cause your property to be held or taken to pay the judgment. You may have legal right to prevent your property from being taken. A lawyer can advise you more specifically of these rights. If you wish to exercise your rights, you must act promptly.

The law provides that certain property cannot be taken. Such property is said to be exempt. There is a debtor's exemption of \$300. There are other exemptions which may be applicable to you. Attached is a summary of some of the major exemptions. You may have other exemptions or other rights.

If you have an exemption, you should do the following promptly: (1) Fill out the attached claim form to request a prompt hearing. (2) Deliver the form or mail it to the Sheriff's Office at the address noted.

You should come to court ready to explain your exemption. If you do not come to court and prove your exemption, you may lose some of your property.

**YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.**

**IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.**

WASHINGTON COUNTY PROTHONOTARY  
LAWYER REFERRAL SERVICE  
Washington County – Lawyer Referral Service  
119 South College Street  
Washington, PA 15301  
PHONE: 724-225-6710

**MAJOR EXEMPTIONS UNDER PENNSYLVANIA AND FEDERAL LAW**

1. \$300 statutory exemption
2. Bibles, school books, sewing machines, uniforms and equipment
3. Most wages and unemployment compensation
4. Social Security benefits
5. Certain retirement funds and accounts
6. Certain veteran and armed forces benefits
7. Certain insurance proceeds
8. Such other exemptions as may be provided by law

**CLAIM FOR EXEMPTION**

TO THE SHERIFF:

I, the above-named Defendant, claim exemption of property from levy or attachment:

(1) FROM MY PERSONAL PROPERTY IN MY POSSESSION WHICH HAS BEEN LEVIED UPON,

(a) I desire that my statutory \$300.00 exemption be:

\_\_\_\_\_ (1) set aside of kind (specify property to be set aside in kind):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (2) paid in cash following the sale of the property levied upon; or

(b) I claim the following exemption (specify property and basis of exemption):  
\_\_\_\_\_  
\_\_\_\_\_

(2) FROM MY PROPERTY WHICH IS IN THE POSSESSION OF A THIRD PARTY, I CLAIM THE FOLLOWING EXEMPTIONS:

(a) My \$300.00 statutory exemption: \_\_\_\_\_ in cash; \_\_\_\_\_ in kind (specify property);  
\_\_\_\_\_  
\_\_\_\_\_

(b) Social Security benefits on deposit in the amount of \$ \_\_\_\_\_

(c) Other (specify amount and basis for exemption): \_\_\_\_\_  
\_\_\_\_\_

I request a prompt court hearing to determine the exemption, Notice of the hearing should be given to me at:

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone Number)

I verify that the statements made in this claim for Exemption are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Defendant signature)

THIS CLAIM TO BE FILED WITH:  
Office of the SHERIFF of WASHINGTON COUNTY  
100 WEST BEAU STREET, SUITE 303  
WASHINGTON, PA 15301

\*\*\* NOTE: \$30.00 fee must accompany this request for hearing. \*\*\*

Cash or check made payable to 'Washington County Sheriff.'

Note: Under paragraphs (1) and (2) of the writ, a description of specific property to be levied upon or attached may be set forth in the writ or included in a separate direction to the Sheriff.

Under paragraph (2) of the writ, if attachment of a named garnishee is desired his/her name should be set forth in the space provided.

Under paragraph (3) of the writ, the Sheriff may, as under prior practice, add as a garnishee any person not named in this writ who may be found in possession of property of the Defendant. See Rule 3111(a). For limitations on the power to attach tangible personal property see Rule 3108(a), (b). Each court shall, by local rule, designate the officer, organization or person to be named in the notice.