

The following items are needed by the Sheriff's Office for WRITS OF EXECUTION

#### Personal Property and Garnishes

1. Writ of Execution – Original and copies (Raised-Seal copy for the Sheriff and one copy per Defendant, Garnishee and Prothonotary Return.)
2. Notice Packet – Sheriff, Prothonotary Return and one per each Defendant and/or Garnishee. (Rule of thumb: # Writ Packets required = # Notice Packets required) Ensure that all Notices are captioned (Plaintiff, Defendant and Docket Number)
3. Interrogatories – One each for Sheriff, Prothonotary and each Garnishee. (Only applicable for bank garnishments, and only sent to Defendant(s) at your request.)
4. Envelopes – Stamped, addressed envelope to each Garnishee and/or Defendant, with current first-class postage affixed (more if over 10 pages), plus a self-addressed, stamped envelope with the attorney's (or Plaintiff if not represented) return address for the receipt, affidavit and refund (if applicable).
5. Order for Service to the Sheriff, ONE PER DEFENDANT OR GARNISHEE.
6. If a vehicle is involved, you will need to provide an 'abstract sheet' from PennDot whether you provide the registration number or we provide it to you. You will be required to pay any debt on the vehicle before you can use, transfer or sell it.
7. A check made out to 'Sheriff of Washington County' in the amount of \$200.00.

#### Real Estate Property

1. Writ of Execution – Original and one Copy per Defendant.
2. Short and Long Description – One long for Deed and two short for advertising. Short description should include Plaintiff, Defendant (or owner), actual address and/or lot description, parcel ID number, docket number, judgement, attorney name and phone number.
3. Affidavit of last known address.
4. Affidavit of Lien Holders (Rule 3129.1)
5. Notices to the Defendant(s), stating time, date and place of sale. (Online at this time.)
6. Order for Service / Instructions – One per Defendant, One for Posting, making sure we have the exact location of the property to be posted. (We need STREET ADDRESSES, NOT PO BOX numbers.)
7. Check made out to 'Sheriff of Washington County' in the amount of \$2,000.00, and a separate check made out to 'Washington County Reports' in the amount of \$415.00.
8. Mark Deed Description and Caption the Case (for the Deed). Also needed is the parcel ID number – ALL 16 numbers with hyphens.

WE MUST CHARGE FOR ANY EXTRA COPIES WE NEED TO MAKE, PER PAGE, AS WELL AS ENVELOPES AND POSTAGE WHEN NOT SUPPLIED.

FOR ALL REAL ESTATE WRITS: ALL PAPERWORK SHOULD BE CAPTIONED.