

SERVICE FEES

Effective, April 5, 2017 the following deposit fees and documents are required for service.

\$100.00 Deposit Fee (add 25.00 per defendant for three or more)

Complaints, Summons, Ejectments, Orders, Writ of Possession, Notice of Intent to Attach Wages

Documents Required for a Writ of Execution/Real Estate & Mortgage Foreclosure:

- A. \$3,000.00 Deposit**
- B. Writ for Sheriff
- C. Writ for each defendant
- D. P.R.C.P. Rule Notice of Sale 3129.2 for Sheriff
- E. P.R.C.P. Rule Notice of Sale 3129.2 for each defendant
- F. P.R.C.P Rule Affidavit 3129.1
- G. Electronic version of legal description e-mailed to sherifflegalinfo@lyco.org
- H. (2) Short Legal Descriptions for Advertising

****ATTENTION ATTORNEYS: Legal Description MUST INCLUDE tax parcel number(s) and docket number if NOT included the Writ will be returned

Documents required for a Writ of Execution/Personal Property (with or without Garnishee):

- A. \$200.00 Deposit fee**
- B. Writ for Sheriff
- C. Writ for each defendant
- D. Writ for each Garnishee
- E. Interrogatories for each defendant & garnishee

Garnishment (Only):

- A. \$100.00 Deposit fee**
- B. Writ for Sheriff
- C. Writ for each defendant
- D. Writ for each Garnishee
- E. Interrogatories for each defendant & garnishee

\$60.00 COST Out-of-State Service Fee (per defendant - applies only to out of state filings)

***Services requiring deputized service for another county, plaintiff must contact the Sheriff's Office in that jurisdiction for their required deposit fee. You are to forward the deposit fees and documents to our office for processing. No service form is required a cover letter is sufficient. Any further questions, please contact our office.**