

Effective, March 18, 2021 the following deposit fees and documents are required for service.

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

- A. \$3,000.00 Deposit**
- B. Writ for each defendant/Occupant
- C. P.R.C.P. Rule Notice of Sale 3129.2 for Sheriff
- D. P.R.C.P. Rule Notice of Sale 3129.2 for each defendant
- E. P.R.C.P Rule Affidavit 3129.1 for Sheriff
- F. Electronic version of legal description e-mailed to sherifflegalinfo@lyco.org
- G. Short or Long Legal Description for each Defendant/Occupant
- H. Cover Letter with instructions for service

****ATTENTION ATTORNEYS: Legal Description MUST INCLUDE tax parcel number(s) if not included the writ will be returned

Documents required for a Writ of Execution/Personal Property & Garnishment:

- A. \$200.00 Deposit fee**
- B. Writ for each defendant
- C. Writ for each Garnishee
- D. Interrogatories for each defendant & garnishee
- E. Cover Letter with instructions for service

Documents required for a Complaint, Summons, Ejectment, Order, Writ of Possession, Notice of Intent to Attach Wages:

- A. \$100.00 Deposit Fee (add 25.00 per defendant for three or more)**
- B. One of the above listed documents for each defendant
- C. Cover Letter with instructions for service

\$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.**