



## COUNTY OF LYCOMING

**Mark Lusk, Sheriff**

Lycoming County Courthouse

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### Effective June 1, 2017

The Lycoming County Sheriff's Office has implemented a new software system in order to process real estate sales more efficiently.

An e-mail address [sherifflegalinfo@lyco.org](mailto:sherifflegalinfo@lyco.org) has been created to allow electronic versions of legal descriptions to be e-mailed directly to the real-estate division. It is now required when filing a Writ of Execution, that an electronic version of the long legal description be received *via* e-mail.

The legal descriptions must be an electronic document (*Microsoft Word \*.doc, or \*.docx*) or text file  
The description cannot be a scanned image.

**\*.rtf** and **\*.docm** files are **NOT** acceptable and will be rejected in our system

**If legal descriptions are not e-mailed by the deadline for filing, sales WILL NOT be processed.**

The description must be clear and legible. The description must also contain the docket number and tax parcel number(s).

Please put the **primary defendant's name** and **sale date** in the subject line of the e-mail.

\*\*A short legal description may still be provided to advertise in the newspaper and legal journal.

If you have any questions please call 570-327-2220

\*\*\*\*\*[sherifflegalinfo@lyco.org](mailto:sherifflegalinfo@lyco.org) used for legal descriptions only\*\*\*\*\*

Thank you in advance for your compliance with the new guideline.

*R. Mark Lusk, Sheriff*