

CLINTON COUNTY SHERIFF'S OFFICE DOCUMENTS & SERVICE FEES

DOCUMENTS REQUIRED FOR A WRIT OF EXECUTION/REAL ESTATE FOR SHERIFF SALE:

1. \$2,000.00 DEPOSIT
2. WRIT FOR EACH DEFENDANT/OCCUPANT
3. P.R.C.P. RULE NOTICE OF SALE 3129.2 FOR SHERIFF
4. P.R.C.P. RULE NOTICE OF SALE 3129.2 FOR EACH DEFENDANT
5. P.R.C.P. RULE AFFIDAVIT 3129.1 FOR SHERIFF
6. LEGAL DESCRIPTION IN WORD FORMAT EMAILED TO MWEGENER@CLINTONCOUNTYPA.GOV
THE LEGAL DESCRIPTION MUST INCLUDE THE TAX PARCEL NUMBER(S)
7. SHORT OR LONG LEGAL DESCRIPTION FOR EACH DEFENDANT/OCCUPANT
8. COVER LETTER WITH INSTRUCTIONS FOR SERVICE

DOCUMENTS REQUIRED FOR A WRIT OF POSSESSION, WRIT OF EXECUTION/PERSONAL PROPERTY & GARNISHMENT:

1. \$150.00 DEPOSIT FEE
2. WRIT FOR EACH DEFENDANT
3. WRIT FOR EACH GARNISHEE
4. ONE COPY OF WRIT FOR SHERIFF
5. INTERROGATORIES FOR EACH DEFENDANT & GARNISHEE
6. COVER LETTER WITH INSTRUCTIONS FOR SERVICE

DOCUMENTS REQUIRED FOR A CIVIL COMPLAINT, SUMMONS, EJECTMENT & ORDER:

1. \$100.00 DEPOSIT FEE FOR 1 DEFENDANT; \$125.00 DEPOSIT FOR 2 DEFENDANTS; \$150.00 DEPOSIT FOR 3 OR MORE DEFENDANTS.
2. ONE OF THE ABOVE LISTED DOCUMENTS FOR EACH DEFENDANT
3. ONE COPY FOR SHERIFF
4. COVER LETTER OF INSTRUCTIONS FOR SERVICE

TO DEPUTIZE ANOTHER COUNTY OUR FEE IS \$100.00 DEPOSIT.

SERVICES REQUIRING DEPUTIZED SERVICE FOR ANOTHER COUNTY, PLAINTIFF/ATTORNEY MUST CONTACT THE SHERIFF'S OFFICE IN THAT JURISDICTION FOR THEIR REQUIRED DEPOSIT FEE. INCLUDE COVER LETTER OF INSTRUCTIONS OR THEIR REQUIRED FORMS FOR ALL COUNTIES INCLUDED IN THE SERVICE. YOU ARE TO FORWARD THE DEPOSIT FEES AND DOCUMENTS TO OUR OFFICE FOR PROCESSING.

CHECKS SHOULD BE MADE PAYABLE TO CLINTON COUNTY SHERIFF'S OFFICE