DIRECTIONS TO SHERIFF FOR REAL ESTATE SALE

_____

Correct, full and technical name of each PLAINTIFF

VS.

_____

Correct, full and technical name of each DEFENDANT

1. The name of the corporation, limited partnership or joint stock association, or business-entity defendant in any capacity, such as terre tenants, or franchise to be sold.

2. The nature of the property to be sold and the location, street address, map, or descriptive R.F.D. address.

   _____

3. Tax Index Numbers

   _____

4. Erie County Mortgage: Book _____ Page _____ or Instrument # _____ Copy of Mortgage and Note/Assignment needed to record Deed

5. Are any franchises included in the advertised description of the property to be sold?

6. Has Notice been given to the debtor(s) in accordance with the Acts of Assembly of the Commonwealth of Pennsylvania and Rules of Civil Procedure?

Dated: _____20_____

Attorney_____
Address_____
Telephone_____

ATTORNEY PLEASE NOTE:

This form must be completed together with the following and submitted by last day to file:

1. Signed and notarized affidavit as to how judgment was obtained. (Form is available online)

2. Copies of Notice of Sale with Descriptions attached. One is needed for each defendant plus two extra copies.

3. One copy of legal description with caption at top and attorneys name and address at bottom. If you wish to advertise in the newspaper and legal journal with the short legal description, enclose three copies on our form.

4. Long legal description needs to be emailed to sherifflegalinfo@eriecountypa.gov

5. Five copies of "Directions to Sheriff for Real Estate Sale".

6. Affidavit Pursuant to Rule 3129.1

7. Advance cost $2,000.00 to Sheriff of Erie County and $18.00 for each defendant, each lien holder (we are serving) and posting the handbill (only one check is required)

8. Directions exactly how you want notices served. Use regular Sheriff's service instruction and process form.

Time and Date of Sale: _____

WRIT NO_____CIVIL 20_____
JUDGMENT NO._____CIVIL 20_____
APPEARANCE NO._____CIVIL 20 _____

_____, Plaintiff

vs.

_____, Defendant

The undersigned is the attorney for the Plaintiff in the above captioned matter.

_____The undersigned hereby certifies that this execution ***does not***
signature of attorney, Involve a mortgage secured by real estate. if applicable.

_____The undersigned hereby certifies that this execution ***does*** involve
signature of Attorney, a mortgage secured by real estate and the judgment was obtained
if applicable.

_____by complaint on the mortgage

(Check appropriate line) _____by action on a note accompanying the mortgage

_____by action on a bond accompanying the mortgage

_____by action on other evidence of indebtedness accompanying the mortgage

The undersigned certifies that the real estate, if any, involved is owned by
_____

as_____
(Described type of ownership, i.e., tenants by the entireties, tenants in common, etc.)

_____(Seal)
Attorney for execution creditor

Sworn to and subscribed before me
this_____day of _____ 20

If the aforesaid form is not duly signed, notarized and delivered to the Sheriff on or before the date of filing, the Sheriff will assume that it is not an action in mortgage foreclosure secured by real property, which judgment is by either an action on a note, a bond or other evidence of indebtedness accompanying a mortgage. The Sheriff will then add to the Sheriff=s cost Three

Hundred ($300.00) Dollars or Six Hundred ($600.00) Dollars (depending upon how the property is owned), said amount being the exemption due to the debtor or debtors.

REAL ESTATE SHORT DESCRIPTION FORM

TO: ATTORNEY FOR PLAINTIFF

FROM: ERIE COUNTY SHERIFF'S OFFICE

The form below accompanies one long property description with the caption at the top and attorney's name and address at the bottom. This form must be filled out **NEATLY, ACCURATELY, AND COMPETELY,** and three copies must be delivered to the Sheriff's Office at the same time that the writ is filed.

Also, to help avoid advertising and printing delays, please be sure that the copies of the property identifying information are clear and legible. The Sheriff's Office is **NOT** responsible for errors in identifying information provided.

SHERIFF'S SALE

By virtue of a Writ of Execution filed to No._____

_____ vs. _____

(PLAINTIFF) (DEFENDANT)

_____, owner(s) of property situated in

_____Erie County, Pennsylvania being

(MUNICIPALITY)

_____

(Street address or other identifying information)

_____

(Dimensions of parcel, square footage and/or acreage)

Assessment Map number: _____

Assessed Value figure: _____

Improvement thereon: _____

Attorney's Name
Complete Address
Telephone Number