



RICHARD H. JOHNSTON  
SHERIFF

## NORTHAMPTON COUNTY SHERIFF'S DEPARTMENT

669 WASHINGTON ST  
EASTON, PA 18042  
PHONE: (610) 829-6699  
FAX: (610) 559-3710



CHRISTOPHER L. ZIEGER  
CHIEF DEPUTY

### ORDER FOR SERVICE REQUEST

1. All information must be filled in completely before service can be attempted.
2. Prepare a separate Request form for EACH service to be made, clearly indicating the specific defendant, garnishee, property to be posted / levied, etc.
3. Location for service must be a valid, physical street address. Do not use P.O. or R.D. boxes. Provide the Township, if applicable.
4. All copies for service must be certified as "True and Correct" in accordance with PA R.C.P. 401(c).
5. Service will be made in accordance with the Pennsylvania Rules of Civil Procedure.
6. Supply a self-addressed, stamped envelope. (For executions only)
7. **Waiver of Watchman:** When the Sheriff levies or attaches property, it will routinely be left without a watchman and in the custody of whomever it is found, upon notice of Sheriff's levy. By signature below, the plaintiff / attorney is providing written authorization for same in the manner of PA R.C.P. 3109(b)(1), releasing the Sheriff from any / all liability for protecting said property. If the plaintiff / attorney demands otherwise, in the manner of PA R.C.P. 3109(a), the Sheriff will require bond or other security, in the manner of PA R.C.P. 3109(d), prior to levy.

TO BE COMPLETED BY PLAINTIFF OR REQUESTING ATTORNEY	
PLAINTIFF(S):	
DEFENDANT(S):	
SERVE UPON:	
SERVICE ADDRESS:	
TYPE OF WRIT:	FOR EXECUTION, INDICATE TYPE OF SERVICE: <input type="checkbox"/> SERVE GARNISHEE <input type="checkbox"/> SERVE DEFENDANT <input type="checkbox"/> LEVY <input type="checkbox"/> POST HANDBILL
DOCKET NUMBER:	
SPECIAL INSTRUCTIONS:	
PLAINTIFF/ATTORNEY NAME	PLAINTIFF/ATTORNEY ADDRESS
PLAINTIFF/ATTORNEY SIGNATURE	PLAINTIFF/ATTORNEY PHONE
	PLAINTIFF/ATTORNEY E-MAIL