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CHECKLIST

FOR EXECUTIONS IN PERSONAL PROPERTY AND ATTACHMENT

The following is a list of all the forms, documents and fees required by the Northampton County Prothonotary's and Sheriff's Offices in order to file and process a Writ of Execution in Personal Property. Failure to include any one will delay the processing of the Execution.

- one (1) Praecipe for Writ of Execution and two (2) copies
- one (1) original Writ of Execution
- one (1) signed Northampton County Order for Service Request for each defendant, one (1) for each garnishee, and one (1) for the levy – Order For Service Requests can be obtained on the Sheriff's website
- one (1) postage-paid envelope addressed to the attorney/plaintiff
- \$28.75 filing fee for the Prothonotary's Office (*no personal checks*)
- \$250.00 advance deposit fee for the Sheriff's Office (*no personal checks*)

The above also applies to Writs of Execution in Attachment, with the following exceptions/additions:

- \$29.25 filing fee for the Prothonotary's Office (*no personal checks*)
- if Interrogatories are to be served, include one (1) original and one (1) copy for each garnishee; also, a fee of \$60.00 per garnishee must be paid to the Prothonotary's Office (*no personal checks*)
- certification of address for each defendant