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Checklist For Executions In Real Estate

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 Real Estate. 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 the levy, and one (1) for posting the handbill – Order for Service Requests can be obtained on the Sheriff's website
- one (1) original Notice of Sheriff's Sale and two (2) copies for each defendant
- five (5) *legible* copies of the legal description of the real estate, including the parcel number and the current recital
- one (1) Affidavit Pursuant to Rule 3129.1 and one (1) copy
- one (1) Affidavit of Act 91 of 1983 – if Act 91 is not applicable, provide an affidavit that specifies the rule does not apply
- if execution is based on a money judgment (rather than mortgage foreclosure), include Writ of Execution Notice, list of Major Exemptions, and Claim for Exemption form (see *PA R.C.P. 3252*) – one original of each and two (2) copies for each defendant
- one (1) postage-paid envelope addressed to the attorney/plaintiff
- \$28.75 filing fee for the Prothonotary's Office (*no personal checks*)
- \$2,500.00 advance deposit fee for the Sheriff's Office (*no personal checks*)