



**Sheriff Michael A. Savokinas**  
LUZERNE COUNTY SHERIFF'S OFFICE

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**Real Estate Division**  
**Real Estate Execution Filing Requirements**

Filing deadline and sale date as per attached schedule  
A minimum deposit of \$2500.00 due at time of filing

1. The original Writ of Execution packet will include:
  - A. The original Writ of Execution
  - B. Any pertinent Court Orders, i.e. Service orders
  - C. Property Description
  - D. Notice of Owners Rights
  - E. Notice of Sheriff's sale of real estate
  - F. Two affidavits pursuant to rule 3129.1, local tax collector and county tax claim bureau should be included.
  - G. One affidavit of non-military service and last known address of defendants and plaintiff
  - H. Certificate of Mailing
2. Writ of Execution packets for service upon each defendant must include, in this order:
  - A. Writ of Execution
  - B. Property Description (must be legible)
  - C. Notice of Owner's rights
  - D. Notice of Sheriff Sale of Real Estate
3. Minimum number of packets per defendant:
  - A. Defendant(s) two each
  - B. Tenants (if any) one packet per tenant.
  - C. USA (if USA is defendant ) three packets
4. Advertising:
  - A. Six copies of property description. Also must state that property is improved or unimproved. If improved, with what? Also complete address of property.
5. Certificate of Property Identification Number (P.I.N.)
  - A. Beginning with the June 2005 sale the cost of the Certified PIN will be included with the Sheriff's costs. A separate check is no longer necessary.
6. Certificate of Mailing per affidavit 3129.1



# Luzerne County

P E N N S Y L V A N I A

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A. Proofs of mailing must be submitted to the sheriff's office. (as soon as possible) prior to the sale-mailings are to be made 30 days prior to the sale, submit proofs to us at once, to complete service.

**7. Certified Tax Search Request:**

A. Beginning with the August 2005 Sale the cost of the Certified Tax Search will be included with the Sheriff's costs, A separate check is no longer necessary, However, if you require a search for your records; a Certified Tax Search request form can be obtained at the Tax Claim Office. Instructions are included following the Certified Tax Search request form.

**8. Follow- Up:**

A. It is the responsibility of the filing attorney. To follow up on all sales regarding service and status.

**9. Errors:**

A. Files containing errors, and/or incomplete or inaccurate information will be returned to the filing attorney.

**10. Payment:**

A. Payment is due at the time of the sale. If the plaintiffs attorney is not present for the sale and is represented by local council, payment must be received within one week. If a balance is not paid within thirty (30) days from the date of sale, the file will be handled in accordance with Rule 3138 of the Pennsylvania Rules of Civil Procedure:

**11. Electronic Data Submission filling into the M4app – Sheriff Sale Automation\***

The legal description of the property for recording deed must include:

- A. Being the same as... and
- B. Book deed and page number or Deed Document ID number
- C. Pin Number
- D. Improvements

\* Cases not submitted through the M4app may be subject to delays in scheduling due to the cuts in our office staff.

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