



THE COUNTY OF CHESTER



OFFICE OF THE SHERIFF

201 West Market Street, Suite 1201
P.O. Box 2748 West Chester PA 19382-0991

CAROLYN B. WELSH
Sheriff

JASON W. SUYDAM
Chief Deputy

FILING REQUIREMENTS FOR WRITS OF EXECUTION

Questions? Call Civil Processing at (610) 344-5978

LEVYS

PLEASE SUBMIT THE FOLLOWING:

1. One (1) **Chester County Sheriff Service Affidavit*** for each location to be served. In Block #8, please write instructions to "LEVY & MAIL".
2. Two (2) **time-stamped Writs of Execution.**
3. One (1) **Claim for Exemption Form.**
4. One (1) **Writ of Execution Notice.**
5. One (1) **postage-paid envelope addressed to the defendant.**
6. One (1) **postage-paid envelope addressed to the attorney or pro-se party filing the Writ.**
7. The **applicable fee** (see Fee Schedule for details).

These requirements are for one defendant. For each additional defendant, include one (1) additional time-stamped Writ, one (1) additional Claim Form, one (1) additional Notice, and one (1) additional envelope.

GARNISHMENTS

PLEASE SUBMIT THE FOLLOWING:

1. One (1) **Chester County Sheriff Service Affidavit*** for each person/location to be served. In Block #8, please write instructions to "GARNISH".
2. Two (2) **time-stamped Writs of Execution.**
3. One (1) **Claim for Exemption Form.**
4. One (1) **Writ of Execution Notice.**
5. One (1) **postage-paid envelope addressed to the defendant.**
6. One (1) **postage-paid envelope addressed to the attorney or pro-se party filing the Writ.**
7. Three (3) copies of **Interrogatories to Garnishee** (these are optional).
8. The **applicable fee** (see Fee Schedule for details).

These requirements are for one defendant. For each additional defendant, include one (1) additional time-stamped Writ, one (1) additional Claim Form, one (1) additional Notice, and one (1) additional envelope.

LEVY & GARNISHMENT

PLEASE SUBMIT THE FOLLOWING:

1. Two (2) **Chester County Sheriff Service Affidavits***. One should note "LEVY & MAIL" in Block #8, the other should note "GARNISH" in Block #8.
2. **Additional paperwork required for each type** of service as set forth above.
3. The **applicable fee** (see Fee Schedule for details).

Please Note: Sample forms for the Writ, Claim for Exemption, and Notice are in the Pennsylvania Rules of Civil Procedure, which are available online or in the Justice Center Law Library. We cannot provide the forms and we cannot give legal advice.

* **The Service Affidavit is now available online as a fillable PDF.** Users of the PDF form agree to view service results and completed Affidavits through the County E-filing system only, as no paper copies will be mailed. The carbonized forms are still available upon request. Any forms dated prior to 12/2015 will not be accepted.