



# 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 CIVIL SERVICE OF PROCESS

#### PLEASE SUBMIT THE FOLLOWING WITH ALL SERVICE REQUESTS IN-COUNTY OR DEPUTIZED TO ANOTHER COUNTY:

1. One (1) **Chester County Sheriff Service Affidavit** for each person/location to be served.
  - a. **Each separate address and each separate party** to be served, even at the same address, requires a separate form.
  - b. **The only exception** for Chester County service: a married couple at the same address may be listed on one form. However, if you have knowledge that the married couple is separated or in the process of divorcing, you must use two separate forms. **Please check with foreign Counties regarding their party service rules if you are requesting deputized service.**
  - c. **The form 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—send us a large self-addressed postage-paid envelope and we will send you a supply of blank forms. Any forms dated prior to 12/2015 will not be accepted.
  - d. An attorney's or representative's **signature is required** in **Block #12** of the Service Affidavit.
2. One (1) **copy of the paperwork to be served per Sheriff Service Affidavit.** We do not need extra copies of the paperwork to be served – extra copies will be discarded.
3. One (1) **self-addressed postage-paid envelope per docket number, regardless of how many Sheriff Service Affidavits are submitted.**
  - a. We will send payment receipts and any refunds to you in these envelopes.
  - b. **The only exception: if you choose to use carbonized forms, you will need to submit one SASE per form.** Since not all services in any one case are all completed at the same time, an envelope for each carbonized form is necessary so we can send the completed Service Affidavits to you as soon as possible.
4. One (1) copy of the **Posting Order** or other Court Order for any form requesting service pursuant to same.
5. The **applicable fees** (see Fee Schedule for details, plus foreign County fees for deputized service).

#### PLEASE SUBMIT THE FOLLOWING WITH ALL SERVICE REQUESTS DEPUTIZED FROM ANOTHER COUNTY OR SENT FROM OUT OF STATE:

1. One (1) **Foreign County/Foreign State Service Affidavit** for each person/location to be served.

- a. Any Chester County Sheriff Service Affidavit sent on a foreign County's or State's case will be discarded.
  - b. If your County or State does not have standard Service Affidavits, you must provide us with a Service Affidavit in any format which complies with applicable local rules in the foreign jurisdiction and allows our Deputies to record all relevant service information.
2. One (1) **copy of the paperwork to be served per Service Affidavit submitted.** We do not need extra copies of the paperwork to be served – extra copies will be discarded.
  3. The **applicable Chester County fee** (see Fee Schedule for details).

**Please Note: All service requests from foreign Counties must go through the foreign County's Sheriff's Office.** We cannot accept such requests directly. **The only exceptions** are service requests on Philadelphia County cases, which may bypass the Philadelphia Sheriff's Office.

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