



LANCASTER COUNTY

SHERIFF'S OFFICE

Christopher R. Leppler, Sheriff

50 North Duke Street - PO Box 83480 Lancaster, PA 17608 717.299.8200 WWW.LANCASTERPASHERIFF.ORG

A Mortgage Foreclosure case must be filed first with the Prothonotary. Check with them for their filing fee and any requirements they may have. Please include a note for them to forward the packet to the Sheriff's Office after they have entered the case into their docket.

These are the items needed by the Sheriff's Office to file a Mortgage Foreclosure case:

- 1) Writ in Mortgage Foreclosure
- 2) Affidavit Pursuant to Rule 3129
- 3) Long legal description
- 4) Short legal description using our attached form*
- 5) Notice of Sale showing: "... your real estate located at _____ is scheduled to be sold at a public online auction conducted at <https://lancaster.pa.realforeclose.com/> on _____ 202_ at 10:00AM to enforce the judgment of \$ _____"
- 6) Service Process Receipt forms for the following (form attached*)
 - a) Box # 4 in one form should say: LEVY & ATTACH
 - b) Box # 4 on the second form should say: POST HANDBILL
 - c) Box # 4 on the third form should say: SERVE NOTICE OF SALE – one form for each Defendant

If you are using a third party to serve the Defendant, we only need the first two of these forms.

But please include a letter on your letterhead stating that you are using a third party to serve the Defendant so we have it in writing for our file.

- 7) Check for \$2,500.00 made payable to: Lancaster County Sheriff
- 8) Two postage-paid return envelopes to your office address
- 9) In order to set you up for our attorney portal, please send an email listing the name and email address of all those in your firm who will need access.

Real Estate Unit

Sheriff's Office of Lancaster County

PO Box 83480

Lancaster, PA 17608