

Bucks County Sheriff's Office
Writ of Execution package (215) 348-6133/6240

1. Real Estate Order for Service Sheet. One copy. This sheet **MUST BE COMPLETELY** filled out or it will not be accepted.
 - a. Parcel Numbers **MUST** contain zero's. Ex. 05-001-016, NOT 5-1-16.
 - b. Be sure to use the current ratio. (13.70% for 2022-2023). Ratio changes July 1.
 - c. Defendant information **MUST match exactly** as listed on Board of Assessment page.
2. Affidavit 3129.1 One copy
3. Act 91 Certification. One copy. A written explanation is required if not applicable
4. Verification of Non- Military Service. One copy per defendant
5. Short Legal Description** One copy. **MUST** include municipality, address and parcel # (be sure not to omit any "0's. ex. 05-001-016, NOT 5-1-16)
6. Long legal description** One copy.

****Each legal description must also be submitted as a separate Word Document and emailed to RealEstateBCSO@buckscounty.org Failure to do this may result in a delay of your sale.**
7. Notice of Sale. One copy for Sheriff. If we are serving, one additional copy for **each** defendant.
Note: Location is Bucks County Administration Bldg, Room 112, 55 E. Court St, Doylestown, PA
8. Order for Service. One copy for Sheriff. One copy for each defendant **only** if you are asking us to provide this service.
When alternative service is required by Court Order posting please provide a copy of the signed court order with the order for service.
9. Original filed Writ of Execution from Prothonotary with long legal attached. One copy.
 - a. Must contain raised seal **OR** time-stamped writing on left side of document.
 - b. Cannot be more than 90 days previous
 - c. **DO NOT INCLUDE** Praeceptum for Writ of Execution.
 - d. Address and parcel number must match other documents, if written.
10. Check in the amount of \$2000.00 for Bucks County Sheriff.
11. **If a Money Judgement, please also provide one copy for each defendant:**
 - a. Writ of Execution Notice
 - b. Claim for Exemption

All completed affidavits of service/proofs of service should be filed with the Prothonotary's Office and a copy emailed to cmsimon@buckscounty.org indicating the case number prior to the week of the sale.

****If a document is more than 1 page it MUST be stapled together****

