

LUZERNE COUNTY SHERIFF'S DEPARTMENT LUZERNE COUNTY COURTHOUSE



200 North River Street
Wilkes-Barre, Pennsylvania 18711
(570) 825-1651

WRIT OF EXECUTION PERSONAL PROPERTY REQUIREMENTS

1. Execution Packets (Refer to Civil Procedure Rules of Pennsylvania (forms): Rule No. 3252
Can be found in the Law Library, Luzerne County Courthouse, 2nd Floor)
 1. Writ of Execution (Writs in each packet **must** have Prothonotary's Seal)
 2. Notice of Execution
 3. List of Major Exemptions
 4. Claim for Exemption

You need **two packets per levy** being served and **four packets per garnishee** being served. Also, if you have more than one defendant and are serving a garnishment; you need an additional packet per additional defendant.

If you would like or need further assistance please call the office at 570-825-1762.

2. **Luzerne County Service Form** is required for **each defendant and garnishee** that is being served.
3. A **self-addressed stamped envelope** is required for **each defendant** on the writ.
4. You need **(FOUR) self-addressed stamped envelopes** addressed back to the **attorney filing the writ**.
5. A **\$300.00 deposit** if just a levy on personal property **or** a garnishment on a bank account.
6. A **\$400.00 deposit** if **both** a levy and garnishment.
7. **Two** copies of interrogatories (if applicable) **per garnishee**.
8. The complete name and address of defendant along with any specific instructions must be included in the body of the writ.
9. Consult Prothonotary's Office for their filing fees.