

LUZERNE COUNTY SHERIFF'S DEPARTMENT LUZERNE COUNTY COURTHOUSE



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

WRIT OF EXECUTION REQUIREMENTS

1. Execution Packet (Refer to Civil Procedure Rules of Pennsylvania (forms): Rule No. 3252
Can be found in the Law Library, Luzerne County Courthouse, 2nd Floor
Packet includes:
 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
 Number of packets for a levy on personal property depends on the number of defendants. One defendant requires an original and one copy, two defendants requires an original and two copies, etc. Number of packets for a garnishment depends on multiple requirements. **Please call for amount of packets needed.**
2. A **Luzerne County Service Form** is required for each defendant/garnishee/address to be served.
3. A **self-addressed stamped envelope** is required for **each defendant** to be served.
4. A **self-addressed stamped envelope** addressed back to **attorney filing writ**. If both a levy and garnishment are being filed together then two self-addressed stamped envelopes back to the attorney are needed.
5. A **\$200.00** deposit is required if just a levy on personal property **or** a garnishment on a bank account.
6. A **\$300.00** deposit is required if **both** a levy and garnishment are being filed together.
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 Luzerne County Prothonotary's Office for their filing fees (570-825-1748).
10. Writs of Execution filed in another county must be indexed with a term & number in Luzerne County by the Luzerne County Prothonotary's Office (this requires a Praecipe being filed along with a filing fee) **OR** the writ can be sent directly from the Proth's Office in the County in which the writ was filed to the Luzerne County Sheriff's Dept. with the understanding that there will be no record kept in Luzerne County. All paperwork will be returned to the originating County when the writ is completed. All other fees and requirements above apply.
11. Writs of Execution requiring service in another county/state must be hand delivered or mailed there for filing. Our office will notify the out of county/state party of the writ of execution by certified mail only. A self addressed envelope to the party receiving the notification is required.