

633 COURT STREET, 3rd FLOOR
READING, PA 19601
(610) 478-6240 PHONE
(610) 478-6222 FAX

All information from the Attorney must be filled in before service and be made.

Please prepare a separate order for service form for each defendant to be served by the Sheriff.

PLAINTIFF

VS.

Prothonotary No. _____

Type of Writ or Complaint:

DEFENDANT

TO THE SHERIFF OF BERKS COUNTY, PA: YOU ARE HEREBY REQUESTED TO MAKE SERVICE UPON THE FOLLOWING PARTY BY:

- ___ CERTIFIED MAIL
- ___ SHERIFF (PERSONAL)
- ___ DEPUTIZED
- ___ POST
- ___ OTHER (USE SPECIAL INSTRUCTION)

SPECIAL INSTRUCTIONS:

PLEASE SERVE ABOVE DOCUMENT(S) UPON:

FOR SHERIFF USE ONLY

DEFENDANT NAME

NOW, _____

I, SHERIFF OF BERKS COUNTY, PA DO
HEREBY DEPUTIZE THE SHERIFF OF

LOCATION (MUST HAVE A VALID ADDRESS OR
DIRECTIONS).

TO EXECUTE THE WITHIN AND MAKE
RETURN THEREOF ACCORDING TO LAW.

ATTORNEY OR PLAINTIFF NAME AND ADDRESS:

SHERIFF of BERKS COUNTY, PA

TELEPHONE: _____

EMAIL: _____

SIGNATURE: _____

Date Submitted: _____

PLEASE PROVIDE SELF-ADDRESSED STAMPED ENVELOPE FOR RETURN OF SERVICE

NOTE ONLY APPLICABLE ON WRIT OF EXECUTION: N.B. WAIVER OF WATCHMAN – Any deputy sheriff levying upon or attaching any property under within writ may leave same without a watchman, in custody of whoever is found in possession, after notifying person of levy or attachment without liability on the part of such deputy or the sheriff to any plaintiff herein for any loss, destruction or removal of any such property before sheriff's sale thereof.