

ELK COUNTY SHERIFF'S OFFICE  
SERVICE SHEET

Docket #: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Plaintiff Information:

Plaintiff's Attorney Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Defendant 1 Information:

Defendant 2 Information:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

D.O.B. \_\_\_\_\_

D.O.B. \_\_\_\_\_

SERVICE INSTRUCTIONS:

Serve by Normal Service  
(Defendant or Adult-in-Charge)

Serve by Certified Mail, Return Receipt

Serve by PERSONAL Service Only

See additional forms for additional defendants

Serve by Posting Only (include Court Order for Posting)

Serve Owner of Business: \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Name, Title)

Attempt at additional address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

# Elk County Sheriff's Office

**W. TODD CALTAGARONE**  
SHERIFF

**JASON R. MCDERMOTT**  
CHIEF DEPUTY

**BARBARA KENNEDY**  
OFFICE MANAGER

**JEFFREY S. DUBOIS**  
SOLICITOR



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[www.co.elk.pa.us/sheriff](http://www.co.elk.pa.us/sheriff)

## ADVANCED COSTS EFFECTIVE JANUARY 1, 2025

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<b>Civil Process (Flat Fee)</b> (\$20 for each additional defendant/address)	<b>\$100.00</b>
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<b>Garnishments (Interrogatories)</b> (Please submit 4 writs, 4 interrogatories / one defendant plus one bank. Additional writs & interrogatories are required if serving multiples)	<b>\$300.00</b>
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<b>Writ / Order of Possession</b>	<b>\$300.00</b>
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### Personal property Executions:

➤ <b>Court Issued Writ</b>	<b>\$500.00</b>
➤ <b>MDJ Order</b>	<b>\$350.00</b>

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<b>Real Estate Executions</b>	<b>\$3,000.00</b>
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Please contact our office or visit our website to obtain our execution requirements for mortgage foreclosures.

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*Deed prep fee is \$200.00*  
*DSTA fee \$20.00*