

THE COUNTY OF CHESTER



OFFICE OF THE SHERIFF

201 W. Market Street, Suite 1201
PO Box 2746 West Chester, PA 19380-0989

FREDDA L. MADDOX
Sheriff

KEVIN D. DYKES
Chief Deputy



FILING REQUIREMENTS FOR WRITS OF POSSESSION

Questions? Call Civil Processing at (610) 344-5978

PLEASE SUBMIT THE FOLLOWING:

1. One (1) **Chester County Sheriff Service Affidavit*** for the location/address subject to possession. In Block #8, please write "POSSESSION".
2. One (1) **time-stamped Writ of Execution** for the Deputy.
3. One (1) **time-stamped Writ of Execution** for the defendant.
4. **Three (3) postage-paid envelopes addressed to the attorney or pro-se party filing the Writ.**
5. The **applicable fee** (see Fee Schedule for details). Payment can be made by law firm check, cash, money order, certified check, or credit card (a credit card convenience fee applies).

These requirements are for one defendant. For each additional defendant, include one (1) additional time-stamped Writ.

Please Note: Sample forms for the Writ are in the Pennsylvania Rules of Civil Procedure, which are available online or in the Justice Center Law Library. We cannot provide the forms and we cannot give legal advice.

* **The Service Affidavit is now available online as a fillable PDF.** Users of the PDF form agree to view service results and completed Affidavits through the County E-filing system only, as no paper copies will be mailed. The carbonized forms are still available upon request. Any forms bearing former Sheriff Welsh's name/signature will not be accepted.