

Requirements for Service in Montgomery County

Please read all instructions carefully.

- One Order for Service is required for each defendant.
- Please use the official Montgomery County Sheriff's Office Order for Service form found on our website, or in our office when filing in Montgomery County. We do not accept any custom-generated forms. Non-compliance will result in your papers being returned.
- When filing in another county, you must use that county's Order for Service form. There are no exceptions.
- One copy of the complaint/summons is required for each defendant.
- Three sealed writs for possession/seizure are required for each defendant.
- Please make your check payable to the Sheriff of Montgomery County for the correct amount including other county fees if necessary.
- Please include a self-addressed stamped envelope for each defendant for cases filed in Philadelphia or involving writs of execution, garnishments or levies.
- We have 30 days to serve. Please allow an appropriate amount of time for service before calling to check on the status of a complaint.

If you have questions regarding:

- Other civil service costs or other requirements for civil papers, please call 610-278-3331.
- Real estate:
 - 610-278-3338 to speak with the Real Estate Division Supervisor.
 - 610-278-3493 with Post Sale questions.
 - 610-292-4918 with Pre Sale questions i.e., new writs, services and general questions.
 - 610-292-4919 with Pre Sale questions i.e., new writs, services and general questions.
- Personal property and writ of execution:
 - 610-278-3849 to speak with Joe.