



"Making a Difference"

Berks County Sheriff

Berks County Courthouse - 3rd floor, 633 Court Street, Reading, PA 19601

Phone (610) 478-6240

Fax (610) 478-6222

Mandy P. Miller
Sheriff

Writ of Execution Garnishment Requirements

Listed below are the documents required to be submitted to the Berks County Sheriff's Office when filing for a garnishment.

If you have any questions with regards to filing a garnishment you may call our office.

1. One (1) order for service form for *each* garnishee
2. Two (2) interrogatories for *each* garnishee
3. One (1) writ of execution notice
4. One (1) claim for exemption
5. Self-addressed stamped envelope for submitting law office
6. Addressed/stamped envelope for *each* defendant
7. \$300 deposit for up to 2 defendants and 2 garnishees

***If you have more than 2 defendants and 2 garnishees, please contact our office for the exact fee**

****The Sheriff's Office will print the writ from the Prothonotary's Office site**

If any of the required documents or envelopes are not provided, we will contact your office and hold the service until all items are received.

