



"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 Personal Property Requirements

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

If you have any questions with regards to filing a personal property execution you may call our office.

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

****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.

