



*"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

## Civil Service Requirements

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

If you have any questions with regards to filing a civil service, you may call our office.

1. One (1) order for service form for *each* defendant
2. If service is being posted per Court Order, a copy of the Order must be submitted with your order for service form
3. One (1) copy of the document you need served *per defendant*  
\*If the complaint/summons/writ are reinstated/reissued the reinstatement/reissued seal from the Prothonotary must be on the document, we cannot accept it with just the praecipe attached
4. Self-addressed stamped envelope for submitting law office
5. Deposit: 1-3 Defendants: \$150.00  
Each ADDITIONAL Defendant: \$50.00

If any of the required documents are not provided, we will return the service to your office.

