



*"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 Possession Requirements

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

If you have any questions with regards to filing a writ of possession you may call our office.

### Immediate Possession

*(No notice is given to defendant's/occupants)*

*(Possession is scheduled within 1-3 weeks)*

1. One (1) order for service form for *each* defendant
2. Self-addressed stamped envelope for submitting law office
3. \$300 deposit

### 15 Day Possession

*(Notice is given to defendant's/occupants)*

1. One (1) order for service form for *each* defendant
2. Self-addressed stamped envelope for submitting law office
3. Addressed/stamped envelope for *each* defendant
4. \$400 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.

