



INDIANA COUNTY SHERIFF

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Robert E. Fyock
Sheriff

Ryan S. Hill
Chief Deputy Sheriff

For a civil service to be appropriately processed, the following is a list of required documentation and fees to be included within the service package.

1. A letter of instruction to include a contact person that is assigned to the case with a self-addressed prepaid envelope.
2. A check for the appropriate deposit based off our civil fee schedule made out to the Indiana County Sheriff's Office.
3. A copy of the paperwork to be served for each defendant including a time stamp from the Prothonotary's Office and docket number.

Civil Service Packets will be returned if all information is not provided.

ADDITIONAL INSTRUCTIONS:

1. As a general rule a return of service will be filed at the Prothonotary's Office once any outstanding balances are satisfied.
2. Any additional costs due to returned paperwork, copies needed created for defendant service or envelopes/postage not provided with the initial civil service packet will be the responsibility of the Plaintiff requesting service.