



INDIANA COUNTY SHERIFF

825 PHILADELPHIA STREET
INDIANA, PENNSYLVANIA 15701-3934

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Robert E. Fyock
Sheriff

Ryan S. Hill
Chief Deputy Sheriff

IMPORTANT NOTICE **Effective May 1, 2025**

As we work to make Sheriff Sales as efficient as possible for all involved, we ask that you, as Plaintiff's counsel, **provide an Exhibit A long form description** of the real estate being sold at sale. This description must match the description used in your Complaint. This description must be emailed in word form to katie@hbrblegal.com no later than five (5) business days before the sale. You must also provide a fully executed **Deed Instruction Sheet**, no later than five (5) business days before the sale to katie@hbrblegal.com. The Indiana County Sheriff's Office will not contact your office to seek this information, moving forward.

If you fail to provide both documents, your sale will be continued to the next sale date, at your expense.

Additional Information:

If there is an error on the Deed Instruction Sheet or Exhibit A/Legal Description resulting in the need for a Corrective Deed, the cost per deed is \$81.75 in filing fees and \$300.00 to the Solicitor for the Indiana County Sheriff's Office.

It is important to note that if your legal description is wrong in your Complaint utilized to achieve the sheriff's sale, you will have to seek a Court Order to have a corrective deed issued reflecting the correct legal description.