



MONTGOMERY COUNTY BOARD OF COMMISSIONERS

JOSHUA D. SHAPIRO, CHAIR

LESLIE S. RICHARDS, VICE CHAIR

BRUCE L. CASTOR, JR.

Requirements for Service in Montgomery County

Please Keep on File and Reference

- One order for service- per defendant
- Please use the official Order for Service found on our website or in our office when filing in Montgomery County. We do not accept any custom-generated forms. Non-compliance will result in your papers being returned.
- When filing in another county, you must use that county's Order for Service. No exceptions.
- One copy of the complaint/summons etc. - per defendant
- Three sealed writs for possession/seizure - per defendant
- Check made payable to the Sheriff of Montgomery County for the correct amount/ and other county if necessary
- **SELF ADDRESSED STAMPED ENVELOPE** Per defendant- for cases filed in Philadelphia or involving writs of execution / garnishments / levies.

Any questions about other civil service costs or other requirements for civil papers call: 610-278-3331

REMINDER: We have 30 days to serve; **PLEASE** allow an appropriate amount of time for service before calling to check on the status of the complaint.