Sheriff's Office of York County

Richard P. Keuerleber
Sheriff

Steven K. Diehl
Chief Deputy, Operations

Christopher A. Ferro
Solicitor

Richard E. Rice
Chief Deputy, Administration

Plaintiff		***Docket Number***	
Defendant		***Docket Date***	
Type of Writ			

Note: We require the plaintiff or designee to complete a copy of this form for each defendant. One copy of the documentation per defendant to be served is sufficient. We do not need separate copies for each address.

TO THE SHERIFF OF YORK COUNTY, PENNSYLVANIA, YOU ARE HEREBY

REQUEST SERVICE OF DOCUMENTS UPON THE FOLLOWING:

Name:

Primary Address:

Phone

Alternate Address:

Phone

Special Instruction/Additional Information:

☐ This is a Domestic Relations Matter. Service is to be made pursuant to Rule 1930.4.

Service will be attempted according to Pa Title 231:

Rule 402. Manner of Service. Acceptance of Service.
(a) Original process may be served
(1) by handing a copy to the defendant; or
(2) by handing a copy
(i) at the residence of the defendant to an adult member of the family with whom he resides; but if no adult member of the family is found, then to an adult person in charge of such residence; or
(ii) at the residence of the defendant to the clerk or manager of the hotel, inn, apartment house, boarding house or other place of lodging at which he resides; or
(iii) at any office or usual place of business of the defendant to his agent or to the person for the time being in charge thereof.
(b) In lieu of service under this rule, the defendant or his authorized agent may accept service...

Attorney/ Originator:

Address:

Phone:

Law Firm

Sheriff's Office Use Only:

Now, this day of 20
I , Richard P. Keuerleber, Sheriff of York County Pennsylvania do hereby deputize the Sheriff of
County
to execute service of the documents herewith and make return thereof according to law

Sign

Richard P. Keuerleber, Sheriff

Please provide a self-addressed, stamped envelope for return of service

NOTE: ONLY APPLICABLE ON WRIT OF EXECUTION: N.B WAIVER OF WATCHMAN - Any deputy sheriff levying upon or attaching any property under within writ may leave same without a watchman, in custody of whomever is found in possession, after notifying person of levy or attachment, without liability on the part of such deputy or the sheriff to any plaintiff herein for any loss, destruction, or removal of any property before sheriff's sale thereof.