

SHERIFF'S DEPARTMENT MERCER COUNTY

205 SOUTH ERIE STREET, ROOM 102, MERCER, PA 16137
PHONE (724) 662-3800 FAX (724) 662-1603

SHERIFF SERVICE INSTRUCTIONS		MERCER CO. ADVANCE: Check: Cash: Money Order:
1. PLAINTIFF/S/	2. COURT NUMBER	
3. DEFENDANT/S/	4. TYPE OF WRIT/COMPLAINT: 4a. LEVY: YES NO NA If yes instruct what to Levy on below	
SERVE AT	5. NAME OF INDIVIDUAL, COMPANY, CORPORATION, ETC. TO SERVE:	
	6. ADDRESS (Street or Road, Apartment No., City, Boro, Twp., State & Zip Code):	
7. INDICATE UNUSUAL SERVICE: DEPUTIZE: CERTIFIED MAIL: OTHER:		
ATTORNEY OR ORIGINATOR USE ONLY		
8. SPECIAL INSTRUCTIONS, LEVY INSTRUCTIONS, AND/OR OTHER INFORMATION THAT WILL ASSIST IN EXPEDITING THE SERVICE: A.) Hearing Date, if Applicable: _____		
9. SIGNATURE OF ATTORNEY or other ORIGINATOR	10. TELEPHONE NUMBER	11. DATE
12. ADDRESS OF ATTORNEY or other ORIGINATOR (This area must be completed)		