

Requirements for Claims of Exemption

1. The Sheriff's Office fee is \$22.00 per defendant.
2. The Sheriff's Office requires one original and three copies of the claim of exemption.
3. All copies must be time stamped by the Sheriff's Office.
4. The Sheriff's Office gives a copy to the claimant. A second copy is sent to the plaintiff's attorney. A third copy is kept for our records.
5. Make sure all documentation is provided for proof of the claim.
6. Original Claims of Exemption need to be scanned in the Prothonotary's Office.
7. Paperwork is taken to Court Administration, after it is scanned, in order to schedule a hearing date.