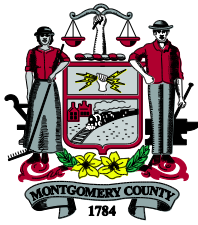


**MONTGOMERY COUNTY  
BOARD OF COMMISSIONERS**

JOSH SHAPIRO, CHAIR  
VALERIE A. ARKOOSH, MD, MPH, VICE CHAIR  
JOSEPH C. GALE



**MONTGOMERY COUNTY  
OFFICE OF THE SHERIFF**

MONTGOMERY COUNTY COURTHOUSE • PO Box 311  
NORRISTOWN, PA 19404-0311

DAY: 610-278-3331  
NIGHT: 610-275-1222  
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SEAN P. KILKENNY  
SHERIFF

ADAM T. BERRY  
CHIEF DEPUTY

ROBERT H. MCGUCKIN, ESQ.  
SOLICITOR

January 10, 2017

Dear Attorneys,

We would like to take this opportunity to thank you for your business and to inform you of an important policy change that will help to ensure timely and efficient processing of your documents.

**Effective January 16, 2017 our office will no longer accept real estate and civil process documents mailed in the same envelope.** Documents for each division must be mailed in separate envelopes labeled “Real Estate Division” or “Civil Processing” to the above address, so that they are given to the appropriate individuals, and handled in a timely manner. Failure to mail the documents separately or label them properly will result in the return of the contents of the envelope in its entirety.

We wish to continue providing you with the highest level of service. Please let us know if there is anything else we can do to help you. You may direct questions or concerns to our Policy Director and Office Manager Sonya Sanders at [ssanders@montcopa.org](mailto:ssanders@montcopa.org) or 610-278-3336.

Warmest Regards,

Sean P. Kilkenny  
Sheriff of Montgomery County

Sonya Sanders  
Policy Director & Office Manager