

**\*\*\*\*\* PLEASE READ NEW GUIDELINES \*\*\*\*\***

July 30, 2012

The Erie County Sheriff's Office has set up an e-mail address [sherifflegalinfo@eriecountypa.gov](mailto:sherifflegalinfo@eriecountypa.gov) to allow for an electronic version of the legal description for Sheriff Sales to be e-mailed. The new guidelines have been in effect since September 2011 and it is required that legal descriptions are emailed by the last day to file for your sale date. **If legal descriptions are not emailed by the last day to file, sales WILL NOT be processed.**

**This must be an electronic document** (such as a Microsoft Word (\*.doc, **or** \*.docx) or text file) and **must not be** a scanned image. We will require that the description be clear and legible and that it contains the caption and docket number at the top and the attorney's name and address at the bottom.

**Please put the name of the primary defendant and the sale date in the subject line of the e-mail.**

It will still be possible to advertise in the newspaper and legal journal with the short legal description.

If you have any questions please call (814)-451-6293 or (814)-451-6008. **This e-mail address is for legal descriptions only.**