

**TODD A. MARTIN**  
**Sheriff**

**570-420-3670**  
**FAX: 570-420-3683**



**OFFICE OF THE SHERIFF COUNTY OF MONROE**  
**COURTHOUSE, STROUDSBURG, PA 18360-2189**

TO: To Whom It May Concern  
FROM: Todd A. Martin, Sheriff of Monroe County  
DATE: Dec. 29, 2006

Please be advised, advanced costs for service of process by the Monroe County Sheriffs Office are as follows:

Complaints, Summons, Writs, Subpoena, etc.	\$ 150.00
Writs of Possession	\$ 150.00
Writs of Execution - Personal Property	\$ 250.00
Personal Property with vehicle tow & storage	\$ 600.00
Writs of Execution - Real Estate	\$2,000.00

**(Personal Checks are not accepted)**

For service requiring us to deputize another P A County Sheriff s Office, please contact that County for their advance cost(s), which may include notary fees. Add these fees to Monroe County's fee and write one check for the total amount payable to the Monroe County Sheriff. On line # 9 of the Monroe County Sheriff Service Process Receipt and Affidavit of Return form ("Service Form"), provide us with the County name and their fee amount(s).

If we are deputizing an Out of State Sheriffs Office, please contact that County for their advance cost(s). Add these fee(s) to Monroe County's fee and write one check for the total amount payable to the Monroe County Sheriff. On line # 9 of the Monroe County Sheriff Service Process Receipt and Affidavit of Return form, provide us with the complete County name and mailing address, and the fee amount(s).

Again, all fees should be made payable in one check to the Monroe County Sheriff. Our office will issue the deposit check to the other County. Any unused deposit money will be refunded to you when we make the Return of Service to the Prothonotary or other County. Likewise, any additional monies due will be billed to you and must be paid before we make the Return of Service.

**Please include a self-addressed stamped envelope for your return. In addition, we would appreciate it if all Service Forms would be typed.**

For additional service requirements or if you have any questions, please contact our office at the above number.

Respectfully,

•SHERIFF

Todd A. Martin,  
Monroe County Sheriff