



DUBOIS COUNTY SHERIFF'S OFFICE

RULES AND NOTES

Last Updated: March 5, 2012

Lieberman Technologies represents the Dubois County Sheriff's office.

Contact Info

Phone: 812-434-6645
Email: DuboisSheriffSales@LTnow.com
Website: www.IN-SheriffSale.com
Mailing Address: Dubois County Sheriff Sale
223 NW Second St, Ste 300
Evansville, IN 47708-1221

- 1) Email is our main source of communication. Advertising costs, outstanding taxes, sale date information, and sale cancellations are included in these communications.
- 2) Dubois County requires a unique Notice of Sheriff Sale. Please use the form found on this website at <http://in-sheriffsale.com/19Site/notice%20of%20sheriff%20sale.pdf>
 - i) All the blanks on the form must be filled in
 - ii) Township must be included
 - iii) Common street address must be included
 - iv) Parcel number must be included
- 3) Please include the Notice of Sheriff Sale with the praecipe at the time of filing and the Clerk will send it to us. We only need one copy of this document. We will make additional copies if necessary. Please do not send extra copies to the Sheriff's Office.
- 4) To set up a sale, we require the following documents:
 - i) Notice of Sheriff Sale
 - ii) Praecipe (must have file stamp from Clerk)
 - iii) Judgment

Sheriff Sale Fee

- 5) The fees for the sale should be paid in one check per parcel. The check should be made payable to DUBOIS COUNTY SHERIFF.
- 6) The check should be mailed to Dubois County Sheriff Sale, 223 NW Second St, STE 300, Evansville, IN 47708.
 - i) If, under a cause number, there is one parcel to be sold, then the fee is \$140.
 - ii) If, under the same cause number, there are multiple parcels that are to be sold as one unit, then the fee is \$140.
 - iii) If, under the same cause number, there are multiple parcels, with each parcel being sold separately, then the fee is \$140 per parcel. One check per parcel.
 - iv) This fee is not flexible and is due even if the sale is canceled.

Taxes

- 7) The plaintiff is responsible for paying all taxes, liens, etc attached to the property to be sold. These items must be brought to a zero balance before the sale. If these items are not brought to a zero balance before the sale, the Sheriff will cancel the sale.
 - i) Outstanding taxes are emailed to those attorneys (if we have email addresses on file) that have parcels in the sale.
 - ii) Taxes, liens, etc must be paid PRIOR to the day of sale or the sale will be canceled.
 - iii) Balances may be checked at the Dubois County Treasurer's office
 - iv) Proof of payment must be provided

Newspaper Publications/Legal Ads

- 8) When the date of the sale for your parcel has been set, we send the legal notice to the newspaper. The newspaper will notify us of the cost. We will relay this information in a spreadsheet via email. If the publication fees are not paid by the deadline set by the newspaper, the newspaper might not advertise the sale. If the sale is not advertised, we will cancel the sale.
 - i) It is the responsibility of the attorney to notify the newspaper of cancellations. Lieberman does not forward cancellations from attorneys to the newspaper.
 - ii) If the newspaper is notified of a sale cancellation, and asked that the remaining legal notices not be published, the newspaper might refund a portion of the publication fee.
 - iii) Checks should be made payable to the Dubois County Herald and mailed to:
Dubois County Herald
Attn: Betty Gibson
216 E 4th Street
Jasper, IN 47546
 - iv) For more information please contact the Dubois County Herald directly at 812-482-2424 or bgibson@dcherald.com

Bidding and Day of Sale Information

- 9) The Dubois Sheriff Sale is held in the Dubois County Courthouse, 3rd floor courtroom, at One Courthouse Square, Jasper, IN 47546.
 - i) Sale dates can be found here: <http://in-sheriffsale.com/19Site/sale%20dates.pdf>
- 10) Bidding starts at 10:00 am. Any sale that has multiple bids will go to live auction around 10:15 am. Third party checks are due by 1:00 pm the day of the sale at the Dubois County Sheriff's Office, 255 Brucke Strasse Road, Jasper, IN 47546.
- 11) Blank bid forms are available
 - i) At the sale on the day of the sale
 - ii) On this website: <http://in-sheriffsale.com/19Site/Sheriff's%20Bid%20form.pdf>
- 12) The Sheriff will accept a bid packet from the plaintiff ('s attorney) before the day of sale. These are the rules:
 - i) The envelope may contain bids for more than one sheriff sale number
 - ii) The envelope must be clearly marked with the following:
 - (a) The words "SHERIFF SALE BIDS"
 - (b) The date of the sale
 - (c) The sheriff sale file number(s)
 - iii) The envelope must contain the following items:
 - (a) Bid form
 - (b) Deed
 - (c) Sales disclosure
 - (d) Fees checks for the Recorder and Auditor
 - (e) A self-addressed stamped return envelope
 - iv) If the bid packet does not contain all of these items, or if any of the documents are incomplete or incorrect, the parcel will be canceled.

- v) The envelope must arrive by close of business the day before the sale. Envelopes arriving the day of the sale will not be accepted.
- vi) The envelope will not be opened until the day of the sale.

13) Send all bid packets to the following address:

Sheriff Sale
 Dubois County Sheriff
 255 Brucke Strasse Rd
 Jasper, IN 47546

DO NOT SEND BID PACKETS TO LIEBERMAN IN EVANSVILLE

- 14) The delivery receipt from the carrier will be the only receipt. Do not call the Sheriff's office to ask if the packet has arrived.
- 15) The Sheriff will place only one bid per parcel.

After the Sale

- 16) The Plaintiff's attorney should provide a deed regardless of purchaser as a courtesy to the Sheriff's office. In the event that a parcel is awarded to a Third Party, a Third Party deed can be mailed to Dubois Sheriff Sales, 223 NW 2nd St, Ste 300, Evansville, IN 47708 or emailed to DuboisSheriffSales@LTnow.com
- 17) The Sheriff's representative prepares the Clerk's Return. We send a copy of the return, along with the order of sale, to the Clerk's office. You may file for proceeds with the Clerk's office approximately two weeks after the sale and the clerk's office will disburse the proceeds. All funds go through the clerk's office
- 18) After the sale, we will send the following documents to the Plaintiff's attorney:
 - i) Clerk's Return
 - ii) Proof of Publication
 - iii) Receipt for sheriff sale fee

Many of the reports found on this website are in PDF format. You should use Adobe Reader 9 or later versions. If you have problems searching the document-

1. Open Adobe Reader
2. Click on EDIT
3. Click on PREFERENCES
4. Click on INTERNET on the left side
5. Make sure the only checked box is the "Display PDF in browser" box
6. Click OK
7. Close Adobe Reader
8. Reopen the PDF file

DEED FILING PROCESS:

This is a note that covers the impact of IC 32-29-7-10(a)(2) which states that the Sheriff, and not the attorney, must file the deed with the County Recorder. At the time of the deed filing, the Sheriff must also give to the Assessor, a Sales Disclosure Form [State Form 46021 (R9/7-09)].

1. On the DAY OF SALE, the attorney must deliver to the Sheriff's agent
 - a. The Bid
 - b. The Deed
 - c. Sales Disclosure-**MUST BE FILED ON-LINE**
 - d. A check made payable to the RECORDER of Dubois County attached to the deed and Sales Disclosure in the amount calculated as:

- \$16.00 for the first page of the deed.
 - \$2.00 for each additional page of the deed.
 - \$1.00 per page for nonstandard document
- e. A check made payable to the AUDITOR of Dubois County in the amount of \$5.00 per legal description and \$10 for sales disclosure.
- f. A self-addressed, stamped envelope to be used by the Recorder to return the recorded deed.
2. If this packet is not presented to the Sheriff's agent at the sale, then the Sheriff's agent will cancel the sale.
3. If the check is for an incorrect amount, then the Sheriff's agent will cancel the sale.