



SHELBY COUNTY SHERIFF'S OFFICE

RULES AND NOTES.

Last updated July 22, 2009

- 1) The Sheriff's representative's contact information is
 - a) 812-434-6645
 - b) www.IN-SheriffSale.com
 - c) ShelbySheriffSales@LTnow.com
 - d) Mailing address
 - i) Shelby County Sheriff Sale
 - ii) PO Box 1010
 - iii) Evansville IN 47706-1010
 - e) UPS/FED-EX/DHL address
 - i) 223 NW Second St, Ste 300
 - ii) Evansville IN 47708
- 2) Faxed, emailed, or mailed bids are not accepted for the Sheriff Sale. Bids must be presented on the sale date at the sale location.
- 3) Bid forms are available
 - a) at the sale on the day of sale and
 - b) on the web at the address in #1b above.
- 4) The Sheriff's representative prepares the clerks return.
- 5) Deeds and sales disclosures must accompany the bids on the day of sale. Third Party deeds can be mailed to the address in #1d/e above or emailed to ShelbySheriffSales@LTnow.com
- 6) 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. The plaintiff may check balances at the Shelby County Treasurer's office.
- 7) Shelby County requires a unique Notice of Sheriff Sale. You must use this form. You may find this form at
 - a) <http://www.IN-SheriffSale.com>
 - b) You must fill in all the blanks on the form.
 - c) The township must be included.
 - d) The common street address must be included.
 - e) The county assessor's parcel number must be included.
- 8) The Sheriff Sale is not held in the Sheriff's Office. It is held in the in the Court House Annex, Commissioners' Meeting Room 208A, 25 Polk Street, Shelbyville, IN. You can find the dates of the sales at
 - a) <http://www.IN-SheriffSale.com>
- 9) Please provide self-addressed stamped envelopes. Include your address under the firm name so we can mail your paperwork back to you.

- 10) Email is our main source of communication. If you send us your email address, we will include you in our e-mailings. Advertising costs, taxes outstanding, sale settings and cancellations are included in these communications.
- 11) You may include your prepared notice with the praecipe and the Clerk will send it with the order to us. We only need one copy. We will make all additional necessary copies. Do not send extra copies to the Sheriff's office.
- 12) 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 to you, via an email attachment, the cost for the ad. You must send the newspaper a check for that cost before the ad is published. 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.
- 13) Publication fees must be prepaid. See www.IN-SheriffSale.com and click on the link for DATES AND DEADLINES. Your payment should arrive prior to the advertise date. Checks should be made payable to The Shelbyville News and mailed to: Janice Pile, The Shelbyville News, PO Box 750, Shelbyville IN 46176.
- 14) If the sale is cancelled, the attorney may contact The Shelbyville News and request that remaining notices not be published. The Shelbyville News might refund a portion of the publication fee.
- 15) The fees for the sale should be paid in one check per parcel. The check should be made to SHELBY COUNTY SHERIFF:
 - a) This fee is not flexible and is due even if the sale is cancelled.
 - b) This fee must be paid prior to the sale.
 - i) If, under a cause number, there is one parcel to be sold, then the fee is \$112 + \$10 for the first serving + \$3 for each additional serving. This fee should be presented on a separate check.
 - ii) If, under the same cause number, there are multiple parcels that are to be sold as one unit, there should be one check for the amount computed in i).
 - iii) If under the same cause number, there are multiple parcels where each parcel is to be sold separately, then the fee is, for each parcel, the amount computed in i).
- 16) The parcel id number(s) [the 6 part number the assessor assigns to a parcel] must be included in the Notice of Sale. The treasurer will use this number to determine taxes due. If the treasurer can not determine taxes due, the sale will not be held.
- 17) Outstanding taxes must be paid prior to the sale. Taxes due are emailed to those attorneys (for whom we have email addresses) that have parcels in the sale. Taxes, liens, etc must be paid prior to the day of sale or the sale will be cancelled.
- 18) Bidding must be presented in person. We will not accept emailed, faxed, mailed, etc bids. Bidding starts at 10:00 am. Any sales that have multiple bids go to live auction around 11:00 am. Third party checks are due by 1:00

pm the day of sale at the Shelby County Sheriff's Department, 107 W Taylor St, Shelbyville IN 46176.

- 19) The Plaintiff's attorney should provide a deed regardless of purchaser as a courtesy to the Sheriff's office. We will prepare the Clerk's return for you and provide a copy with the order of sale being returned to the clerk's office. We will mail your receipt for costs, the deed and clerk's return promptly if you provide self addressed stamped envelopes. In the event that you do not provide us with envelopes, the return of your items will be delayed. We only need one copy of the deed.
- 20) We send a copy of the Clerk's Return with the order of sale to the Clerk upon completion of the sale with the proceeds collected. We also mail you a copy of the clerk's return. 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.

Many of the reports are in PDF format. You should use Adobe Reader 8 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. Click OK
6. Close Adobe Reader
7. Reopen the PDF file