

RULES AND NOTES.

Last updated June 11, 2009

- 1) The Sheriff's representative's contact information is
 - a) 812-434-6645
 - b) www.IN-SheriffSale.com
 - c) SheriffSales@LTnow.com
 - d) Mailing address
 - i) 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 can be mailed to the address in #1d/e above or brought to the sale on the day of sale.
- 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 Vanderburgh County Treasurer's office.
- 7) Vanderburgh 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/82Site/Sheriff%20Sale%20Notice.pdf>
- 8) You must fill in all the blanks on the form. The township must be included. The common street address must be included
- 9) The Sheriff Sale is not held in the Sheriff's Office. It is held in the Vanderburgh County/ Evansville Civic Center in room 301. You can find the dates of the sales at
 - a) <http://www.in-sheriffsale.com/82Site/LtSaledates.pdf>
- 10) If you are a new firm with us, please provide self-addressed stamped envelopes. Make sure you include your address under the firm name so we can mail your paperwork back to you.
- 11) Email is our main source of communication so if you will contact us with your email address, we will include you in our e-mailings. Advertising costs, taxes outstanding, sale settings and cancellations are included in these communications.
- 12) 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.

- 13) When we set the date of the sale for your parcel, we send the legal notice to the newspaper. The newspaper will send you a quote for the ad. 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.
- 14) 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 and mailed to: Evansville Courier, 300 E. Walnut, Evansville, IN 47708.
- 15) If the sale is cancelled, the attorney may contact the Evansville Courier and request that remaining notices not be published. The Courier might refund a portion of the publication fee.
- 16) The fees for the sale should be paid in one check per parcel. The check should be made to VANDERBURGH COUNTY SHERIFF:
 - a) \$125 for the sale
 - b) \$10 for the first serving
 - i) The \$10 is due even if there are no servings.
 - c) \$3 for each additional serving
 - d) These fees are not flexible and are due even if the sale is cancelled.
 - e) These fees must be paid for each parcel prior to the sale.
- 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.
- 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.
- 21) Sheriff's Sales maybe cancelled due to inclement weather or other county emergency. In such cases, the sale will be held upon the re-opening of the Civic Center Complex after the emergency has passed. Re-publication will not take place. However, notice of the new sale will be posted at the Civic Center Complex and on the internet.

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