



RULES AND NOTES

Last Updated: November 26, 2012

Lieberman Technologies represents the Vanderburgh County Sheriff's office at the sheriff sales.

Contact Info

Phone: 812-434-6645
Email: VanderburghSheriffSales@LTnow.com
Website: www.IN-SheriffSale.com
Mailing Address: Vanderburgh 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) Vanderburgh County requires a unique Notice of Sheriff Sale. Please use the form found on this website at <http://in-sheriffsale.com/82Site/Sheriff%20Sale%20Notice.pdf>
 1. All the blanks on the form must be filled in
 2. Township must be included
 3. Common street address must be included
 4. Parcel number must be included
 5. A contact email address MUST be provided
- 3) Please include the prepared 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 VANDERBURGH COUNTY SHERIFF.
- 6) The check should be mailed to Vanderburgh Sheriff Sales, 223 NW 2nd St, Ste 300, Evansville, IN 47708-1221.
- 7) Fees are determined as follows:

1. If, under a cause number, there is one parcel to be sold, then the fee is \$125 + \$10 for the first serving (the \$10 is due even if there are no servings) + \$3 for each additional serving.
 2. If, under the same cause number, there are multiple parcels that are to be sold as one unit, then the fee is \$125 + \$10 for the first serving (the \$10 is due even if there are no servings) + \$3 for each additional serving.
 3. If, under the same cause number, there are multiple parcels, with each parcel being sold separately, then the fee is, per parcel, \$125 + \$10 for the first serving (the \$10 is due even if there are no servings) + \$3 for each additional serving. One check per parcel.
- 8) This fee is not flexible and is due even if the sale is canceled.
- 9) This fee MUST be paid prior to the day of sale

Taxes

- 10) 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 no later than 4:00 pm on the day preceding the scheduled sale date. If these items are not brought to a zero balance by this time, the Sheriff will cancel the sale.
1. Outstanding taxes will be emailed to those attorneys (if we have email addresses on file) that have parcels in the sale.
 2. Taxes, liens, etc must be paid by 4:00 pm on the day preceding the scheduled sale date or the sale will be canceled.
 3. Balances may be checked at the Vanderburgh County Treasurer's office

Newspaper Publications/Legal Ads

- 11) When the date of the sale for your parcel has been set, we will 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. The newspaper must receive a check for the 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.
1. It is the responsibility of the attorney to notify the newspaper of cancellations. Lieberman does not forward cancellations from attorneys to the newspaper.
 2. 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.
 3. Publication fees must be paid prior to the date of publication
 4. Checks should be made payable to Evansville Courier and mailed to:
Evansville Courier
Attn: Julia Kastle
300 E. Walnut
Evansville IN 47708
 5. For more information please contact the Evansville Courier and Press directly at 812-464-6759 or kastlej@courierpress.com

Bidding and Day of Sale Information

- 12) The Vanderburgh Sheriff Sale is not held in the Sheriff's Office. It is held in the Vanderburgh County/Evansville Civic Center in room 301
1. Sale dates can be viewed here:
<http://in-sheriffsale.com/82Site/internet%20-%20sale%20dates.pdf>
- 13) Bidding by the general public starts at 10:00 am. The Plaintiff must submit bids/bid packets at 9:00 am. Any sale that receives competitive bids will go to verbal auction around 11:00 am. Third party checks are due by 3:00 pm the day of the sale at the offices of Lieberman Technologies, 223 NW 2nd St, Ste 300, Evansville, IN (in the Girl Scout building).
- 14) Blank bid forms are available
1. At the sale on the day of the sale
 2. On this website: <http://in-sheriffsale.com/82Site/Sheriff's%20Bid%20form.pdf>

- 15) Effective with the August 30, 2012 sheriff sale date, these are the procedures for the Plaintiff's representatives submitting bids:
1. The Auditor's and Recorder's representatives will be at the sale from 9:00am to 10:00am to verify the plaintiff's forms. The plaintiff's representative must present the sheriff sale documents (deed, bid form, sales disclosure, and recorder check) to the Auditor's and Recorder's representatives before submitting those documents to Lieberman.
 2. Verified Bids packets must be delivered to the Lieberman data entry person, at the sale, between 9:00am and 10:00am on the day of the sale. Packets not received by 10:00am will be cancelled.
 3. Taxes must be paid at the Vanderburgh County Treasurer's office no later than 4:00pm on the day preceding the scheduled sale. Lieberman will receive a list of parcels with delinquent taxes soon after the 4:00pm deadline and will then cancel the sale of those parcels.
 4. If the plaintiff intends to NOT enter a bid on a parcel (and, therefore, wishes the parcel price to be displayed as zero), then the plaintiff must notify VanderburghSheriffSales@LTnow.com prior to the day of sale. If Lieberman does not receive this notice, then the sale will be cancelled due to lack of required paperwork.
 5. If a sale of a parcel is cancelled, it cannot be uncanceled.

After the Sale

- 16) The Plaintiff's attorney should provide a deed regardless of the 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 Vanderburgh Sheriff Sales, 223 NW 2nd St, Ste 300, Evansville, IN 47708-1221 or emailed to VanderburghSheriffSales@LTnow.com
- 17) The Sheriff's representative will prepare the Clerk's Return. We will 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:
1. Clerk's Return
 2. Proof of Publication
 3. 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. The Sales Disclosure
 - d. A check made payable to the RECORDER of Vanderburgh County 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 for non-conforming document
 - A two inch margin is required at the top of the first page or the non-conforming charge will be added.
 - e. 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.