

e-Filing Request for Issuance for an **ORDER OF SALE**

Please use other request forms for all other types of issuances

- ❖ This document **MUST** be filed as a separate LEAD document when e-filing.
- ❖ Choose the filing code "Request for Issuance of" and add "Order of Sale" in the description field.
- ❖ Select Order of Sale (\$8) in the "Optional Services" section.

Cause No. _____

Style of Case: _____

Plaintiff(s): _____

Defendant(s): _____

Judgment Creditor name and address: _____

Judgment Debtor name and address: _____

Description of Property and Current Location of property: _____

Type of Lien: _____

What is the time limit of the Order of Sale in Days? ___ 30 ___ 60 ___ 90

Date of Judgment: _____ Amount of Judgment: _____

Pre-Judgment Interest: _____ Post-Judgment Interest: _____

Attorney Fees: _____ Court Costs Awarded in Judgment: _____

Credits: (Include amounts paid and date paid): _____

Requested by: _____ Phone No.: _____

Complete address: _____

******* Check one of the options below for your preferred service method *******

- _____ Sheriff service (\$150 + commission)
(Please be sure and add the \$150 service fee using the "Optional Services" feature when e-filing. Failure to choose the service fee may result in your filing being rejected due to lack of fee amount approval.
- _____ To be held at clerk's office for pick-up
- _____ Place in attorney's/servers box # _____
- _____ I request that the issuance be returned by e-service to _____.