

TO FILE A WRIT OF EXECUTION/ATTACHMENT  
COMPLETE THE FOLLOWING:

1. Complete the Praeceptum for Writ of Execution/Attachment Execution, Writ of Execution Notice, and Writ of Execution.
2. List the complete case caption, the file no., and amount due
3. If there is/are garnishee/s they must be listed in the caption
4. The “Amount Due” on the Praeceptum and Writ must be the same as or less than the total amount of judgment
5. The interest amount can not be calculated past the date of filing the execution per Hines VS Petitt, 638 F. Supp. 1269(E.D. Pa. 1986)
6. Executions pertaining to different counties need one original for each county plus the required fee for each county
7. Original interrogatories plus two (2) additional copies to the garnishee are required
8. Personal Property- list address to serve with exact items to be executed upon
9. Real Estate Property - list address and six copies of the description.
10. Fees – See Fee Schedule under Writs

NOTE: PRAECEPTUM FOR WRIT OF EXECUTION FORM

Under paragraph (1) when the writ is directed to the sheriff of another county as authorized by Rule 3103(b), the county should be indicated. Under Rule 3103(c) a writ issued on a transferred judgment may be directed only to the sheriff of the county in which issued.

Paragraph (3) should be completed only if a named garnishee is to be included in the writ.

Paragraph (4)(a) should be completed only if entry of the execution in the county of issuance is desired as authorized by Rule 3104(a)(1). When the writ issues to another county entry is required as of course in that county by the Prothonotary. See Rule 3104(b)

Paragraph (4)(b) should be completed only if real property in the name of a garnishee is attached and entry as a *lis pendens* is desired. See Rule 3104(c)

Certification as to waiver of exemption may be included in the praecipe. Specific directions to the sheriff as to the property to be levied upon may be included in the praecipe or by separate direction at the option of the plaintiff.

Forms: Praeipe for Writ of Execution/Attachment  
Writ of Execution/Attachment  
Writ of Execution Notice  
Interrogatories (if applicable)

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA  
CIVIL DIVISION

WRIT OF EXECUTION

Commonwealth of Pennsylvania

County of Lehigh

File No. \_\_\_\_\_

To the Sheriff of \_\_\_\_\_ County:

To satisfy the judgment, interest and costs against \_\_\_\_\_

\_\_\_\_\_ defendant,  
(Name of Defendant)

(1) you are directed to levy upon the property of the defendant and to sell the  
defendant's interest therein; \_\_\_\_\_

\_\_\_\_\_

(2) you are also directed to attach the property of the defendant not levied upon in the  
possession of \_\_\_\_\_  
(Name of Garnishee)  
as garnishee, \_\_\_\_\_

\_\_\_\_\_ (Specifically describe property)  
and to notify the garnishee that

- (a) an attachment has been issued;
- (b) except as provided in paragraph (c), the garnishee is enjoined from paying  
any debt to or for the account of the defendant and from delivering any property  
of the defendant or otherwise disposing thereof;
- (c) the attachment shall not include

- (i) the first \$10,000 of each account of the defendant with a bank or other financial institution containing any funds which are deposited electronically on a recurring basis and are identified as being funds that upon deposit are exempt from execution, levy or attachment under Pennsylvania or federal law.
- (ii) each account of the defendant with a bank or other financial institution in which funds on deposit exceed \$10,000 at any time if all funds are deposited electronically on a recurring basis and are identified as being funds that upon deposit are exempt from execution, levy or attachment under Pennsylvania or federal law.
- (iii) Any funds in an account of the defendant with a bank or other financial institution that total \$300 or less. If multiple accounts are attached, a total of \$300 in all accounts shall not be subject to levy and attachment as determined by the executing officer. The funds shall be set aside pursuant to the defendant's general exemption provided in 42 Pa.C.S. § 8123.

(3) if property of the defendant not levied upon and subject to attachment is found in the possession of anyone other than a named garnishee, you are directed to notify such other person that he or she has been added as a garnishee and is enjoined as above stated.

Amount due	\$ _____	Plaintiff Pd \$ _____
Interest from _____	\$ _____	Defendant Pd \$ _____
(Costs to be added)	\$ \$ _____	

Michelle Graupner  
Clerk of Judicial Records

Seal of the Court

By: \_\_\_\_\_  
Civil Division Deputy