

**TO FILE A SUMMONS COMPLETE THE FOLLOWING:**

1. Complete the Praecipe for Summons and Writ of Summons
2. Provide addresses of all parties
3. Complete the Statewide Coversheet
4. See Fee Schedule for Filing Fee
5. Contact the Sheriff's office for required fee to serve the Writ of Summons on Defendant(s)
6. Electronically file the completed Praecipe for Writ of Possession, Writ of Possession, and Confession of Judgment Certification through the Odyssey File and Serve (OFS) system at <https://lehigh.tylerhost.net/ofswb>
7. If you wish for the Clerk of Judicial Records-Civil Division office to electronically file the documents, please provide the filing fee and a \$1.00 per page conversion fee for the e-filing service

**FORMS:** Praecipe for Writ of Summons  
Writ of Summons  
Statewide Coversheet