

# 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    \_\_\_ 180

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 \_\_\_\_\_.