



8082 BASH STREET | INDIANAPOLIS, IN 46250
o 800.800.9588 f 317.842.5948

INDIANA SHERIFF SALES

Attorney Rules

The following information should assist attorneys set Indiana Sheriff Sales for counties using SRI as their government auctions vendor.

CM = certified mail

PS = personal service

PRE-SALE

To schedule a sale, you need:

1. Cost check;
 - a. Payable to the County Sheriff in the required amount, due at the time of e-filing the praecipe through the portal.
 - b. **No sales will be scheduled without the cost check**
2. A copy of the file marked praecipe;
3. Certified judgment;
4. Order of sale, if applicable; and
5. the Notice of sale.

For counties that now require you to e-file your documents, send all items to the County Sheriff unless otherwise noted in the Attorney Rules – Detailed document.

- Please pay any applicable certification fees when you file the praecipe. The Clerk's Office has information regarding certification fees.
- SRI will insert the date and time of the sale into the Notice of Sale.
- We will notify you when you can obtain your notice from sriservices.com. Then, you can secure publication and schedule your sale.
- The sale schedule, location, and address for each county is available in the **Attorney Rules –Detailed** document on sriservices.com.

PUBLICATION

Attorneys are responsible for securing publication. The publisher will send you a proof of publication and invoice. Pay the publisher directly **prior** to the sale date. Please, do not send publication costs to the sheriff's office.



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SALE DATE

NO LATER THAN ONE (1) BUSINESS DAY PRIOR TO THE DATE OF THE SALE, SRI NEEDS:

- 1.** A written minimum bid;
 - a. Send via e-mail.
 - b. A representative must be present at the sale if there will be any competitive bidding by the plaintiff.
- 2.** Deed – prepared as if the property will be sold back to the mortgagee;
- 3.** Clerk's Return;
- 4.** Sales Disclosure Form – completed and signed by mortgagee or attorney;
- 5.** Check made payable to the Recorder for recording fees;
- 6.** Check made payable to the Auditor for transfer fees;
- 7.** Prepaid self-addressed envelope; and
- 8.** Current tax statement, you can send:
 - a. A tax statement showing a balance of \$0, or
 - b. A statement from the mortgagee that all real estate taxes are paid current as of the sale date.
 - c. **If the property has delinquent taxes, your sale will be cancelled.**

POST-SALE

- Results of the sale are available at sriservices.com approximately 2 hours following the sale.
- If your property sold to a 3rd party:
 - A copy of the Proof of Purchase will be sent to you;
 - Any recording and transfer fees will be returned to you; and
 - Your initial cost check to the Sheriff is retained; this will be noted on your Clerk's Return.
- You will receive your recorded deed directly from the county's Recorder. Recording times vary by county. Please note:
 - It is **your responsibility** to ensure your sale documents are accurate and all fees are included **PRIOR** to the sale date.
 - The Recorder will receive your sale documents with a return envelope addressed to you. Any corrections to the documents should be handled by your or the county office.
 - HUD insured properties require a cover sheet on the deed identifying them as HUD.