



8082 BASH STREET | INDIANAPOLIS, IN 46250  
o 800.800.5988 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.

#### 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 filing the praecipe with the Clerk.
  - 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.

Send all items to the County Clerk.

- The Clerk will file mark the praecipe, certify the judgment, attach the order of sale, if applicable, and send to the Sheriff, who will send to SRI.
- 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 [www.sriservices.com](http://www.sriservices.com). Then, you can secure publication and schedule your sale.
- The sale schedule, location, and Clerk's address for each county is available in the **Attorney Rules – Detailed** document on [www.sriservices.com](http://www.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.

#### 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 or facsimile



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- 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; and
7. 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 [www.sriservices.com](http://www.sriservices.com) approximately 2 hours following the sale.
- If your property sold to a 3<sup>rd</sup> 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 will be 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.
  - Your sale documents will be presented to the recorder with a return envelope 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.