

The advertising company that our local times uses is implementing a new system for submitting publications. Starting with the October 4, 2023 sale, every sale submitted to the Sheriff's Office will require an emailed word document of the advertising information. **THE HARD COPY OF THE FORM 59 THAT WE USE FOR ADVERTISING WILL STILL BE REQUIRED TO BE SENT WITH SALE PACKET.**

Below is a word document explaining the information needed and an example of what the publication word document should look like.

**\*\*THIS PUBLICATION MUST BE SUBMITTED IN A WORD DOCUMENT VIA EMAIL TO [bdamico@beavercountypa.gov](mailto:bdamico@beavercountypa.gov) AND [aalstadt@beavercountypa.gov](mailto:aalstadt@beavercountypa.gov)** Please make sure to include in your email the name, case number and most importantly which sale month your advertising reflects.  
**\*\***

**\*\*This new format is being implemented by the local times advertising company. The form 59 for advertising will still be required to process the sheriff sale\*\***

## EXAMPLE OF NEW ADVERTISING FORMAT FOR PUBLICATION

Borough or Township of Property

Sale No: (leave actual number blank. Our office will fill out the sale #)

Plaintiff listed with full title

V.

Defendant listed with full title

Execution No.

Judgement Amount – include after amount “PLUS INTEREST, COSTS & ATTY’S FEES”

Attorney information (this can be an individual atty name or the law firm can be listed)

**SHORT** legal description (the longer the legal description is, the more expensive the ad is)

Parcel No.

Market Value

Location of property