

Plaintiff's Attorney Instructions

- **Obtaining a Sheriff Sale date:** The following items must be received by SRI, Inc. before a date of sale can be set: Præcipe file stamped by the Clerk, Certified Judgment, Sheriffs Cost Check made payable to the county sheriff, and the Standard Notice of Sheriff Sale to include the Parcel Id number. All documents should be submitted as a complete package.
- **Sale Information:** All sale information will be posted on the Internet when a date of sale is set: www.sri-sheriffsale.com . An imaged copy of the executed Notice of Sheriff Sale, is also available on the website for your convenience.
- **Foreclosing Documents:** All Notice of Sales, Deeds, and Clerk Returns are to be printed by law firms on 8 ½ x 11 size paper.
- **Executed Notice of Sale:** The Notices of Sale will be mailed by SRI as requested by the Plaintiffs Attorney. Pre-paid postage is required from law firms for; Certified Mail requests, any defendants or additional parties to be served by first class mail in addition to a self addressed pre-paid envelope for the Plaintiffs Attorney.
- **Publication:** Please see attached County Information Sheet for responsibility of publication in addition to county sheriffs fees. The sheriff will cancel any sale where publication costs are not paid prior to the date of the scheduled auction.
- **Real Estate Property Taxes:** Real Estate Property Taxes are the responsibility of the Plaintiff. The Sheriff's Deed will not be executed nor released if the delinquent real estate property taxes or a required tax sale redemption must be paid prior to the date and time of a scheduled sheriff sale. Checks for taxes must be made payable to the county treasurer or a valid tax sale receipt must be received by the sheriff. The Blackford County Sheriff will cancel any sales where there are delinquent real estate taxes identified prior to the time of sale.
- **Cancellations:** The law firm is responsible for submitting all letters of cancellation to SRI, Inc.
- **Bids:** All Law Firms are required to submit their bid twenty-four (24) hours in advance of the sale date to SRI, Inc by the way of fax or email. Fax: (317) 842-7701 Email: sheriffbids@sri-taxsale.com
- **Sale Documents:** Sheriff Deeds, Clerk Returns and completed Sales Disclosure Forms must be received by the Sheriff's Department twenty-four (24) hours prior to the time of sale.
- **Competitive Bidding:** A representative on behalf of the law firm must be present at the auction if they require competitive bidding. The sheriff or his agent is not responsible to place your bids during competitive bidding.
- **Sale Results:** Results of each sale will be posted on the SRI website no later than 4 hours after the sale is complete at: www.sri-sheriffsale.com .
- **Third Party Buyers:** If a third-party is successful in their bid, SRI will forward the successful buyers information to the Plaintiff's Attorney, who will be responsible for preparing the Sheriff's Deed and Clerk's Return of Sale. The Plaintiff's Attorney is required to submit the Third Party Deed to SRI.