

Guidelines for Foreclosure Actions in the Williams County Court of Common Pleas

A \$400.00 deposit for the civil action is required.

If service by publication is needed for defendants, an additional \$500.00 deposit is required.

An additional deposit is required to file the Praecipe for Order of Sale. If sale by Williams County Sheriff, the additional deposit is \$1400.00 (which includes costs for RealAuction.com, LLC) or if by Private Selling Officer, the deposit is \$875.00.

The entry of Foreclosure will NOT be sent to the Judge for her signature without a copy of the property description with the "approval" stamp from the Williams County Engineer Mapping Department, 12953 County Road G, Bryan, OH 43506. Phone: 419-636-2454. (Per LOCAL RULE 5.04 E2)

In the event a party cancels a Sheriff's sale (after Order of Sale has been issued) for any reason other than a bankruptcy action, a cancellation fee of \$75.00 shall be assessed against the party canceling said sale. (See LOCAL RULE 5.04 M for further details on Sheriff sale cancellations.)

When requesting costs, please fax a complete list of all Volumes, Pages, and Mortgage holders for all Mortgages and Assignments to be released; the Docket and Page number for all Certificate of Judgements; and the number of pages in the Confirmation Entry. Our Fax Number is: 419-636-7877.

All releases must be listed by volume, page and mortgage holder in the final entry along with the name of the office in which the release is to be filed. A description of the property should also be given.

Please note in the Judgement Entry that the conveyance fee will be paid by you to the Auditor.

The Sheriff's fees, including the deed, are always included with the total amount of the Clerks final costs figure.

PROPERTY SOLD:

The Sheriff will have funds to distribute, and the final entry can order that "the Sheriff" should do so. The Clerk's fees will be paid out of the proceeds.

PROPERTY NOT SOLD:

If the property is brought back by the plaintiff, no funds are available for the Sheriff to disburse. The Entry CANNOT order "the Sheriff" to distribute funds.

The plaintiff is responsible to provide either the balance due or cut a check for the full amount and the original deposits will be returned.