

## **DIRECTIONS FOR THE PETITIONER**

1. Petitions can be filed up until the **day before** the Sheriff's Sale. However, the sooner the better and Petitions filed at least one week in advance of sale are more favorably received. If you are filing within the week of the Sale, you will be asked to explain why you are filing at that time.

2. If filing in person, you must bring an original and two copies of the Petition to the Office of Civil Administration, in room 296 City Hall (second floor) and pay the \$67.68 filing fee. Because electronic filing is mandatory, a \$1.00 per page scanning fee will be assessed for filings submitted in person (see note below regarding electronic filing). If you cannot afford to pay the filing fee, then you can request that the Court waive that fee by filing a *Petition to Proceed in Forma Pauperis* at the same time the *Petition to Postpone* is submitted for filing.

**Note: These documents should be filed electronically in the *Motions* section of the Civil Electronic Filing System accessed through the Court's web-site at <https://courts.phila.gov>. The Office of Judicial Records will provide electronic filing assistance in Room 296 City Hall. For electronic filing support, call (215)686-6651 or email [OJRCivil@courts.phila.gov](mailto:OJRCivil@courts.phila.gov).**

3. You must **immediately** serve a copy of the filed Petition and issued Rule on Plaintiff's counsel by one of the following methods:

- a. Hand Delivery
- b. Overnight Courier Service (Fed Ex, UPS, DHL, Airborne Express, US Postal Express Mail)

**Note: Documents filed electronically may be delivered electronically by the Court to all interested parties that are signed up for electronic filing.**

4. After you serve the Petition you must complete the *Affidavit of Service* attached to the petition form, which will show the date and manner of service of the Petition. You must keep the completed *Affidavit of Service* and bring it with you to your hearing.

5. Bring with you all papers you need to prove your claim that a postponement of the Sheriff's Sale is appropriate. You will not be permitted to return with additional information on a different day. If you hire an attorney or have a housing counselor he/she must accompany you to the hearing.

6. After the hearing, if the Court postpones the Sheriff's Sale you will be given a copy of the Order which you must serve on the Sheriff by either fax (215) 686-3971 (save proof of this fax), email (save proof of this email) or by delivering a copy to the Sheriff's Office (bring an extra copy and have it time-stamped) at:

Real Estate Division  
Fifth Floor, Land Title Building  
100 South Broad  
Philadelphia, PA 19110  
Email: [Sheriffrealestate@phila.gov](mailto:Sheriffrealestate@phila.gov)

### **PLEASE NOTE**

**You are strongly urged to call the Save Your Home Philly Hotline for housing counseling assistance at**

**(215) 334-HOME.**

HOUSING COUNSELING AGENCY FACSIMILE TRANSMISSION

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
*[Name and Facsimile Number for Plaintiff's Attorney]*

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*[Housing Counseling Agency, including Name & Telephone Number of Counselor]*

**This facsimile confirms that the individual(s) below have requested assistance from this agency regarding a Sheriff's Sale on tax delinquency:**

\_\_\_\_\_  
*[Name of Defendant(s) / Homeowner(s) / Heir(s)]*

\_\_\_\_\_  
*[Property Address]*

\_\_\_\_\_  
*[Date the Agency plans to meet with Defendant(s) / Heir(s) / Petitioner(s)]*

IN THE COURT OF COMMON PLEAS  
FOR PHILADELPHIA COUNTY, PENNSYLVANIA

CITY OF PHILADELPHIA,  
Plaintiff

v.

Defendant

CIVIL DIVISION

\_\_\_\_\_TERM 20\_\_\_\_

No.

BOOK\_\_\_\_\_; WRIT

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RULE TO SHOW CAUSE ORDER

A hearing will be held in the Philadelphia County Court of Common Pleas in City Hall, in Courtroom\_\_\_\_\_on\_\_\_\_\_, at\_\_\_\_\_A.M./ P.M. before The Honorable\_\_\_\_\_, with respect to this matter. The Petitioner must appear on that date and at that time to present evidence as to the reasons(s) that the (Tax Sale) Sheriff's Sale should be postponed. Petitioner shall bring all documents to the hearing to support their case.

The Petitioner shall immediately serve a copy of the Petition, Rule to Show Cause Order, the proposed Order and all supporting papers upon Plaintiff's attorney personally or by courier service. On the date of the hearing, Petitioner must provide the Court an Affidavit of Service. The Petition may be dismissed if the Petitioner fails to prove that the Plaintiff's attorney was served, and no further postponements of the Sheriff's Sale may be granted by this Court.

BY THE COURT:

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J.

IN THE COURT OF COMMON PLEAS  
FOR PHILADELPHIA COUNTY, PENNSYLVANIA

\_\_\_\_\_, City of Philadelphia, \_\_\_\_\_ Term,  
Plaintiff, No.

v.

Identification Information for  
Philadelphia County Sheriff's  
Department:

\_\_\_\_\_,  
Defendant(s). BOOK \_\_\_\_\_; WRIT

**ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

upon consideration of the Petitioner's Petition to Postpone Tax Sale (Sheriff's Sale) of Real Property,  
it is hereby **ORDERED** and **DECREED** that:

- (1) The Petition to Postpone Tax Sale (Sheriff's Sale) of Real Property is **GRANTED / DENIED**, and the sale is postponed to \_\_\_\_\_ 20 \_\_\_\_\_.
- (2) The Petitioner must serve a copy of this Order on the Sheriff by either faxing it to (215) 686-3971, emailing it to [sheriffrealestate@phila.gov](mailto:sheriffrealestate@phila.gov) or by delivering a copy to the Sheriff's office at:  
  
Real Estate Division  
Fifth Floor, Land Title Building  
100 South Broad Street,  
Philadelphia, PA 19110
- (3) The Philadelphia County Sheriff's Department shall announce said postponement at the Tax Sale Presently scheduled to be conducted on \_\_\_\_\_.  
**THIS MAY BE THE ONLY NOTICE YOU RECEIVE OF THE NEXT SHERIFF SALE DATE FOR THIS PROPERTY.**
- (4) This Order resolving Petitioner's *pro se* Petition to Postpone, is entered without prejudice to any appropriately filed request for substantive relief.

BY THE COURT:

\_\_\_\_\_  
J.

IN THE COURT OF COMMON PLEAS  
FOR PHILADELPHIA COUNTY, PENNSYLVANIA

CITY OF PHILADELPHIA,

Plaintiff

v.

Defendant

CIVIL DIVISION

\_\_\_\_\_TERM 20\_\_\_\_

No.

BOOK\_\_\_\_\_; WRIT

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**DEFENDANT'S PETITION TO POSTPONE  
TAX SALE (SHERIFF'S SALE) OF REAL PROPERTY**

**Party Filing Petition:**

TAX SALE (SHERIFF'S SALE) IS SCHEDULED FOR \_\_\_\_\_, 20\_\_\_\_\_.

1. Petitioner is \_\_\_\_\_, an individual with an interest in  
*Your Full Name*

the above-captioned tax foreclosure case.

2. Petitioner has an interest in the real property involved in this tax foreclosure  
Action located at \_\_\_\_\_ in Philadelphia, Pennsylvania.  
*House Number & Street Name*

Petitioner has interest in the property by virtue of the following:

☐ Title Owner: I have a deed in my name.

☐ Legal Owner: I have inherited this property.

☐ Equitable Owner: I am an heir of the estate for this property or have another legal  
interest in the property by law.

**Residency:**

3. The Petitioner resides at \_\_\_\_\_.  
*Where the Petitioner Resides*

4. If the Petitioner does not reside at the property in interest, why not?

5. The following **adults** are residing at the property in interest:

**Reason(s) Why Sale Should Not Proceed as Scheduled:**

6. This Tax Sale (Sheriff's Sale) should not proceed for the following reasons [mark *all* that apply]:

☐ I was not served with the Notice of Sheriff's Sale. *If you select this option, you must provide an explanation with details below, including how you found out about this action.*

☐ I have entered into a Contract for Sale in an amount sufficient to pay the property tax obligation in full within\_\_\_\_\_.  
*Number of Days*

*If you select this option, you must attach a complete copy of the Contract for Sale to this Petition.*

☐ I have obtained a commitment to finance, which will satisfy the property tax in full within\_\_\_\_\_days.

*If you select this option, you must attach a complete copy of the Mortgage Commitment to this Petition.*

☐ I have a source of funds sufficient to satisfy the property tax obligation (to cure the arrears) within\_\_\_\_\_days.

☐ I dispute the amount which the city claims.

*If you select this option, you must explain what you are disputing below and provide proof.*

☐ I am hiring an attorney to represent me. This attorney will accompany me to any hearing scheduled by the Court for this Petition. *This attorney must accompany you to each and every hearing.*

☐ The Real Property is listed for sale with a real estate agent. The identity of that Real Estate Broker is:

\_\_\_\_\_  
*Name of Real Estate Broker*

\_\_\_\_\_  
*Telephone Number of Real Estate Broker*

*If you select this option, you must attach a copy of the Listing Agreement with the Realtor.*

**Reason(s) Why Sale Should Not Proceed as Scheduled (Continued):**

6. (Continued)

☐ I have met with a Housing Counseling Agency on \_\_\_\_\_ and I am in the process of applying for an Owner Occupied Payment Agreement pursuant to Phila. Code Sec. 19-1305.

☐ I am in the process of applying for an Owner Occupied Payment Agreement pursuant to Phila. Code Sec. 19-1305.

☐ Other reasons/explain:

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***Detailed explanations required for options above:***

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**Rules of Service:**

I understand that I must present proof of service at the hearing. I must provide immediately a complete copy of the motion package documents to Plaintiff's counsel by a method which proves that it was served such as the following:

- Hand delivery at the office of the Plaintiff's counsel,
- Fax the Petition with confirmation that it was received,
- Deliver the Petition by overnight courier service (Federal express, UPS, DHL, Airborne Express, or US Postal Service Express Mail)

I understand that if I do not have proof that I complied with this requirement, that my Petition may be dismissed by the Court, and I may have no further opportunity to postpone the sale.

**Verification:**

This Petition is verified by me. I understand that the statements contained in this Petition are true and correct to the best of my knowledge, information and belief. I understand that the statement herein is made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities.

BY: \_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Your Address – [No Post Office Boxes]

\_\_\_\_\_  
Last Four Digits of Your  
Social Security Number

\_\_\_\_\_  
Your Birth Date

\_\_\_\_\_  
Telephone Number Where You can be  
Reached by the Court or by the City's  
Attorney



IN THE COURT OF COMMON PLEAS  
FOR PHILADELPHIA COUNTY, PENNSYLVANIA

CITY OF PHILADELPHIA,  
Plaintiff

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Defendant

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\_\_\_\_\_TERM 20\_\_\_\_

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**AFFIDAVIT OF SERVICE**  
(Provide to the Court on the Date of the Hearing)

I hereby verify, subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities, that a copy of the *Petition to Postpone Tax Sheriff's Sale of Real Property* has been served on the Plaintiff's attorney as follows:

**DATE SERVED:** \_\_\_\_\_

**METHOD OF SERVICE:**

☐ **By Fax to the following Number:** \_\_\_\_\_  
(Confirmation of fax submission is attached)

☐ **Hand Delivery as follows:**

Name of Plaintiff's Attorney: \_\_\_\_\_

Office Address: \_\_\_\_\_

Name of Person Served: \_\_\_\_\_

☐ **Courier Service (Must Attach Original Receipt from Courier Service):**

☐ U.S. Postal Service Express Mail ☐ Other:

☐ Federal Express

☐ UPS

☐ DHL

☐ Airborne Express

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Your Address - No Post Office Boxes