

Once the Plaintiff's Attorneys have secured the Judge's approval for a foreclosure, the Judge will send the Sheriff an Order to Sell. At that point, the property will be listed as "**Scheduled**" on the website, and we will dispatch three appraisers to agree on an appraisal value.

When the appraisal is submitted to the Sheriff's Office, we will list the advertisement in the newspaper and the website for the number of weeks the Judge has ordered.

On the day of the auction, the receipt and Purchaser's Letter are sent via email and the hard copy is mailed to the Purchaser. The status of the auction will change to "**Auctioned**." The Plaintiff's Attorneys are notified of the winning bid amount, and they have 30 days to prepare the "Confirmation Entry," letting the Judge know how they wish the proceeds to be divided (money will be allocated to the Plaintiff, the Recorder's Fee, Court Costs, etc.).

If there are no bids on a foreclosure, the auctioneer will announce "**No Sale**," and the status will be updated to reflect such. This property will be offered at the next auction as a Second Provisional Sale.

When the Judge signs the Confirmation Entry, the winning bidder will be notified, the status of the auction will change to "**Confirmed**," and the buyer will have 30 days to make payment in full. Payments may be mailed in or brought to the Sheriff's Office (same building, just across the lobby from the Courtroom the auction was held in).

Once the winning bidder makes payment in full, the status will update to "**Paid in Full**." At this point, the buyer may access the property if there is no one living on the premises. If the property is occupied, a "Writ of Possession" may be requested from the Common Pleas Court at this time. Once issued a Writ of Possession, a Deputy will serve the occupant with a 10-day notice to vacate the premises. A date will be set by the Court Services Office scheduling a setout date, and you will be notified with enough time to schedule a locksmith and/or clean out crew.

When the full payment has cleared, the Sheriff's Office will request checks from the Treasurer in the amounts specified in the Confirmation Entry. The Treasurer's Office has 14 days to complete the request. Once those checks are received, the Sheriff's Office will convey the property and record the deed using the Purchaser's Information Form (PIF) provided at the auction. The recorded deed will be mailed to the address specified on the PIF. The sale will be marked "**Completed**" on the website, and the process is done.

The court orders the sale of property, and at any time during the sale process may decide to cancel the sale. Once an order to withdraw or cancel the sale is received, all action will stop and the sale status will change to "**Cancelled**." If an order to cancel the sale is received *after* the auction is held, any deposit received by a Third Party will be refunded, and the status will read, "**Vacated**." For either of these statuses, the Sheriff's Office will not necessarily have the reason for the cancellation.

If a homeowner files for bankruptcy during the foreclosure process, the auction may be placed on hold by the court until the bankruptcy proceedings are completed. Should this happen, the status will change to "**Stayed**," and the timers will stop until resolution is reached by the courts.

The only other status you may see on the web page is "**Appraisal Only**." This is a property which will not be auctioned by the Sheriff's Office. We do not have any information on the property or the auctions, we are merely coordinating the appraisal for a Private Selling Officer.