Real Estate Rules & Requirements for Plaintiffs/Attorneys

Marion County Sheriff’s Sale

**Effective JUNE 1, 2024**

**All Sheriff sales are on-line starting June 1, 2024. The on-line auction company is GovEase. Their website is govease.com. You will be asked to provide a Username and password to sign in.**

If you are a plaintiff or attorney, consider the information below regarding Sheriff sales and related documents.

Attorneys are responsible for ensuring that all pertinent documents and costs are submitted on time and properly completed.

Attorneys will receive email notification from the real estate team when a property has been set for sale. This notification will include the notice due date and Sheriff’s File Number (**SFN**). The SFN is a unique identifier made up of the sale date and sale number. Please provide an electronic copy of each notice by email in word format only. We will send to the advertiser (Court & Commercial- IBJ)

UPDATE: PLEASE START PUTTING UNDER THE SHERIFF SERVED IF THEY ARE AN OWNER.

Documents due one week before every sale by 3:00 p.m. All documents are on our website mcso.indy.gov. Please include the SFN in the upper right corner of all the documents. Must come over by email in PDF format.

* Written bid form
* Added cost sheet (if applicable)
* Treasurer’s Tax Clearance Forms – stamped by the Treasurer
* AOJ/AOB (if applicable)

Attorneys are responsible for calculating all interest amounts. Interest calculations are due on the added cost sheet. All bids more than the full judgment amount must have a bid justification. All delinquent taxes, special assessments, penalties, and interest that are due must be paid prior to the sale. Every parcel scheduled for sheriff’s sale must have a completed [Treasurer's Tax Clearance Form](https://citybase-cms-prod.s3.amazonaws.com/427017890abe479187b168771fc99227.pdf) stamped by the Treasurer's Office. Contact the [Marion County Treasurer's Office](https://my.indy.gov/agency/marion-county-treasurers-office) for specific rules. This must be sent over with your bid package.

If you are bidding as a Plaintiff up and to your grand total judgment or credit bidding you must let us know no later than the Friday before the sale. Same date the bid packages are due.

Post-Sale Documents are due immediately after the sale: Deeds with large property descriptions can be on 8.5” x 11” or 8.5” x 14" paper.

* Sheriff’s Deed
* Clerk Return
* Sales disclosure form if sold to Plaintiff. 3rd party will provide their own sales disclosure.

Post-sale Cost checks:

* \*\*\*\* NO MORE COST CHECKS NEEDED AHEAD OF SALE UNLESS REMOVED. IF IT SELLS 3RD PARTY YOU WILL OWE NO FEES. IF IT SELLS TO PLAINTIFF, PLEASE MAKE SURE THE CHECKS REACH US NO LATER THAN WEDNESDAY AFTER THE SALE BY 3:00 P.M. You may now send all cost including the removal fee on one check (preferred way). We suggest overnighting your cost checks to assure we receive them on time.

We are providing a secure lock box in the MCSO lobby if you would prefer to drop your checks off in person. Make cost checks payable to “Marion County Sheriff” with the SFN posted on the check. We will continue to send your pubs and cost sheets via email.

Include the SFN in the upper right corner of all the documents. Deeds with large property descriptions can be on 8.5” x 11” or 8.5” x 14" paper.

\*\*\* E-RECORDING MANDATORY\*\*\* NO RECORDING CHECKS ARE NEEDED.  
  
A property may be removed on the date of the sale up until the auction start time of 10:30. Once the auction has started you will need a vacate court order to remove the sale signed by the Judge. US Bankruptcy paperwork is already a court order. We will accept this BK if it is signed as well. We will not accept a preliminary form. The Sheriff’s Office will not remove any property without the Plaintiff or Plaintiff’s Attorney’s requesting it to be removed. Please email us with two identifier’s such as Defendant name, cause #, address, and of course, always the Sheriff file #.

An administrative user fee of $300 will be assessed on every property once the Sheriff’s Office receives a certified copy of the judgment and/or decree under the seal of the court from the Marion County Clerk’s Office. If you plan on cancelling the praecipe we must receive an email stating to remove and you must copy both the Clerk’s office and our office for the User fee to be removed prior to the Clerk issue date.

See below for the fees for service.



Keep in mind that failure to comply with the above rules may result in the removal of the property from the sale.

[MCSO-SheriffSaleRealEstate@indy.gov](mailto:MCSO-SheriffSaleRealEstate@indy.gov) or (317) 327-2459.

MSCO WEBSITE: mcso.indy.gov

<http://iga.in.gov/legislative/laws/2017/ic/titles/032/#32-29-7-3>