



FROM: James E. Spivey, Deputy Chief  
Court Division

RE: Completion of attached Judicial Sale Publication Form & Delivery of  
Certified Judgment/Order, in which the Sheriff is directed to conduct the  
sale.

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To set up a judicial sale, all parties must complete the attached Judicial Sale Publication Form. Please complete the form, **EXCEPT** for the following items:

1. Day of the week;
2. Date of the sale,
3. At the bottom of the sheet, the date that I will sign the form, and
4. At the bottom of the sheet, my signature line.

**PLEASE LEAVE THE ABOVE LINES BLANK**

At the bottom of the page, please insert "**DRAFTED BY**" prior to "Attorney for Plaintiff." Thus, the phrase will read: "Drafted by Attorney for Plaintiff."

The Form will be returned to you if it is not complete. In addition, you must provide Certified Judgment/Order, which specifically, directs the Sheriff to conduct the sale.

Thank you for your cooperation.