



Office of the
YATES COUNTY SHERIFF

RONALD G. SPIKE

**Public Safety Building • 227 Main Street
Penn Yan, New York 14527-1720
Telephone: 315-536-4438**

**Web site: www.yatescountysheriff.org E-mail: sheriff@yatescounty.org
Howard R Davis, Jr.
Undersheriff**

PHONES: (315) area code
Emergency 911
Dispatcher 536-4438
Fax 536-5191
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Administration 536-5172  
Animal Control 694-6077  
**Civil Division 536-5174**  
Court Security 536-5107  
Criminal Division 536-5176  
Jail Division 536-5175  
Juvenile Division 531-3429  
Marine Division 536-5526  
P.S. Comm. Div 531-3214  
Records Division 536-5178  
Tip Hotline 536-5558

**January 1, 2021**

**\*\* PLEASE DISTRIBUTE \*\***

Dear Sirs and Madams,

**IMPORTANT NOTICES**

**Re: Warrant of Eviction & Notice of Petition & Petition – \*\*\*\*NEW \*\*\*\***  
Due to the pandemic, all evictions have been stayed until further notice.

**Re: Mileage Rate Increase Update \*\*\*\*NEW \*\*\*\***

As of January 1, 2021, the mileage rate decreased from to .57<sup>5</sup> to .56. *Please call (315-536-5174) or e-mail for mileage calculation & county verification.*

**Re: [CIVIL@YATESCOUNTY.ORG](mailto:CIVIL@YATESCOUNTY.ORG) Reminder**

Please send an e-mail including all e-mail addresses that would need to receive civil fee schedule updates to this e-mail address.

**Re: Social Security Numbers *Reminder***

Please do not fill-in social security number on Property Executions or Income Executions. If you wish you may add a separate memo to be sent to the employer with the social security number on it that is ok. Social Security information should be provided in cover letter only. If we receive civil documents containing social security no., they will be returned unserved.

**Re: Exemption Notice & Exemption Claim form for Property Executions (CPLR 5222 - a)**

Please supply the execution notice and execution claim form with your execution. Please attach 2 copies of the Notice & 2 copies of the claim form per original and copies.

**Re: Notice to Judgment Debtor(s)**

Please include a copy of the Notice to Judgment Debtor and a copy of the postmarked envelop that was sent the defendant(s) with the Property Executions and Execution with Notice to Garnishee. Please make sure you use the updated version.

**Re: Evictions and Defendants**

Please note: our office needs to receive a written cancellation notice at least 24 hours prior to the enforcement of the eviction warrant or a fee of \$100.00 plus mileage will be imposed.

**Re: Self Address Stamped Envelopes *Reminder***

Please continue to enclose a self-addressed stamped envelop along with the papers to be served. If you wish to send a small stack of these envelopes, that would be fine.

**Re: Address *Reminder* *Reminder***

Please remember to add “**Attn.: Civil**” to your address labels. This helps when sorting the mail.

Thank you for your attention to this matter. Any questions, please feel free to call Jean at 315-536-5174.

