



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](http://www.yatescountysheriff.org) E-mail: [sheriff@yatescounty.org](mailto:sheriff@yatescounty.org)  
Howard R Davis, Jr.  
Undersheriff

PHONES: (315) area code  
Emergency 911  
Dispatcher 536-4438  
Fax 536-5191

---

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, 2022**

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

Dear Sirs and Madams,

**IMPORTANT NOTICES**

**Re: New York's minimum wage increase \*\*\*\*NEW \*\*\*\***

As of December 31, 2021, minimum NYS wage will increase to \$13.20.

**Re: Warrant of Eviction & Notice of Petition & Petition \*\*\*\*NEW \*\*\*\***

Due to the pandemic, all evictions must be processed through your local court & then with the County Court. Please e-mail me a copy for review & a quote.

**Re: Property Executions \*\*\*\*NEW \*\*\*\***

Please e-mail me a copy for review & quote.

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

As of January 1, 2022, the mileage rate increased from .56 to .58<sup>5</sup>. **Please call (315-536-5174) or e-mail for mileage calculation & county verification. ([CIVIL@YATESCOUNTY.ORG](mailto:CIVIL@YATESCOUNTY.ORG))**

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

Please do not fill-in social security number on Property Executions or Income Executions. Social Security information should be provided in cover letter only. If we receive civil documents containing social security number, they will be returned unserved.

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

Please supply the exemption notice and exemption claim form with your property 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 Addressed 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***

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.

