



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, 2023**

**** PLEASE DISTRIBUTE ****

Dear Sirs and Madams,

**IMPORTANT NOTICES**

**Re: Income Execution 1st & 2nd Stage Fees ****NEW ******

As of November 1, 2022, both 1st & 2nd Stage fees will be collected at the time of submitting papers for service. If 2nd stage fees are not used, they will be refunded at the time we close the account.

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

As of January 1, 2023, the mileage rate increased from .62⁵ to .65⁵. *Please call (315-536-5174) or e-mail for mileage calculation & county verification.*

**Re: Social Security Numbers/ Date of Birth**

Please do not fill-in social security number or date of birth 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 or date of birth, they will be returned unserved.

**Re: Self Addressed Stamped Envelopes**

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.

**Property Executions:**

**Re: Property Executions**

Please e-mail me a copy for review & quote. [CIVIL@YATESCOUNTY.ORG](mailto:CIVIL@YATESCOUNTY.ORG)

**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: 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.

**Evictions:**

**Re: Evictions and Defendants**

Please e-mail a copy of the eviction for review [CIVIL@YATESCOUNTY.ORG](mailto:CIVIL@YATESCOUNTY.ORG). I will e-mail you back with a quote & a copy of our eviction checklist that also contains an information form that we will need to be completed & submitted with warrant of eviction.

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.

Thank you for your attention to this matter. Any questions, please feel free to call Jean at 315-536-5174 or [CIVIL@YATESCOUNTY.ORG](mailto:CIVIL@YATESCOUNTY.ORG).

