

# Office of the Sheriff



JOHN A. KEMLER  
SHERIFF



MERCER COUNTY CIVIL COURTHOUSE  
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UNDERSHERIFFS  
PEDRO MEDINA  
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ASSISTANT TO THE SHERIFF  
CATHLEEN G. GARTON

CHIEF SHERIFF'S OFFICER  
CHRISTOPHER KENYON

CHIEF WARRANT OFFICER  
BRIAN D. AMANTIA

## **COURTROOM CONDUCT** for **FORECLOSURE SALES** held by the **MERCER COUNTY SHERIFF'S OFFICE**

To alleviate ongoing problems while conducting sales each week, the Mercer County Sheriff's Office is instituting the following changes:

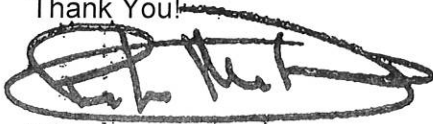
- Upsets will NOT be given over the phone
  - They will be posted outside of our office as soon as possible
- Interested bidders are REQUIRED to sign in before entering the courtroom
- All funds MUST be verified prior to the start of sales
  - An office representative will be at the table outside the office from 1:30-2:00pm, even if the location of sales is NOT on the First Floor
- Any interested party failing to arrive prior to the start of sales will NOT be permitted in the courtroom
- There is NO re-entry into the courtroom during sales
- Talking during sales is NOT permitted
- Cell phones MUST be silenced and put away
  - NO calls should be taken or made; NO pictures should be taken
- Proof of Authorization to Bid on an Affordable Housing property MUST be present at time of bid
- All Bidders MUST speak their full bid loudly and clearly
  - Please do NOT bid so quickly that it becomes difficult to record
- Any unsuccessful bidders should remain present until the completion of the interested properties
  - At times a property may need to be resold
- As soon as a bid is completed, the successful bidder MUST come to the Bookkeeping Table to pay and fill out the Conditions of Sale

- The Conditions of Sale MUST be filled out completely, accurately and legibly
- In the event a successful bidder wishes to back out of a Sale, it MUST be done immediately at the Bookkeeping Table
  - Any property this happens to will be announced immediately and put back up for auction before the end of sales
- Successful bidders are NOT permitted to leave the courtroom until their purchase has been completed without forfeiting the purchase
- At the conclusion of sales, everyone except successful bidders waiting to complete a bid MUST leave the courtroom
  - Any questions can be answered at the customer service window located on the First Floor, Room 150

In addition to the above, Office Policy is changing to reflect the following:

- Pictures are NOT permitted to be taken anywhere in the courthouse, this includes the lists posted outside the office
- As a courtesy: when Completing a Sale, Pay-Offs MUST be made before 4:00pm
  - Money should be prepared for payment before arrival

Thank You!

A handwritten signature in black ink, appearing to read 'Pedro Medina', enclosed within a hand-drawn oval border.

U/S Pedro Medina