

JEFFERSON COUNTY SHERIFF'S OFFICE

Writ of Attachment – Personal Property Intake Sheet

PLEASE NOTE: No Action will be taken by the JCSO Civil Office until after the Writ has been reviewed by our Prosecuting Attorney's Office, to assure that enforcement is appropriate. Sufficient exigent circumstances must be present for the Sheriff to act lawfully on an attachment.

_____ **Court Certified Copies of the "Writ of Attachment"**

One copy for each named defendant, plus four additional copies. Each must be certified with the Court's seal

_____ **Copy of the Order issuing the Writ**

_____ **Two Copies of each of the following documents (RCW 6.25.070)**

- Show Cause Order
- Plaintiff's Affidavit
- Notice of Right to Hearing

_____ **Sheriff's Indemnity Bond**

(See note on back of page)

_____ **Detailed Letter of Instruction**, including all required information

(See note on back of page)

_____ **Deposit on Sheriff's Fees**

Deposit varies. *See note on back of page*

_____ **Break and Enter Order**

Must have Judge's signature on whatever document includes the "break and enter" language

*** Please refer to the back of this sheet for additional information ***

Information on the Sheriff's Indemnity Bond: *A Sheriff's Indemnity Bond is required for any Personal Property Attachment. The bond must be for **triple** the judgment amount; the minimum bond is \$7,500.00 for all cases, and a higher amount may be requested at the discretion of the Sheriff's Office. Failure to provide an adequate bond may result in the immediate termination of the case.*

The Bond indemnifies the Sheriff from any liability in the action, and must be delivered to the Civil Office prior to the actual seizure of property. The bond must indicate that it indemnifies the current Sheriff by name. The bond must be signed by the plaintiff (not plaintiff attorney or plaintiff representative); our office will accept an attorney's signature only when a copy of a limited power of attorney is provided, in which the plaintiff authorizes their attorney to sign on their behalf.

Letter of Instruction: *The letter of instruction must include the following information:*

- *A list of all defendants and their addresses*
 - *A list of the property to be levied on, if known*
 - *Information on where the property is located. Please note that if the property is locked up, JCSO requires a Break and Enter Order from the court, which must be signed by the Judge, not issued by the Clerk*
 - *Explicit authorization to utilize our local Sheriff's Keeper. (We may accept suggestions or requests regarding options for a Keeper, but reserve the right to make the final decision on storage)*
 - *Instruction on whether or not JCSO should complete service of the Defendants*
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Personal Property Fees: *The amount of the Fee Deposit required by JCSO will depend on the details of the action and the length of time the Levy is likely to take. It is probable that a large amount of time will be spent by Sheriff's Office personnel on an actual levy on personal property, incurring hourly charges. In addition, hourly charges will likely be incurred by movers and/or storage company personnel, both during the levy and for transport of seized property. Plaintiffs and/or Plaintiff Attorneys are encouraged to consult with JCSO regarding estimated Sheriffs Fees prior to obtaining the Writ.*

Special Note Regarding Exempt Property: *Per RCW 6.25.110, the Sheriff can only seize property that is not exempted under RCW 6.15. For that reason, we urge that extra care be taken when crafting the Writ to ensure it does not specify the seizure of property that might be exempt.*