

JEFFERSON COUNTY SHERIFF'S OFFICE

Writ of Attachment – Real 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.

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

The Writ, or an Attachment specifically referenced within the body of the Writ, must identify the specific real property (or real properties) to be seized, including physical address and legal description

_____ **Copy of the Order issuing the Writ, signed by a judge**

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

- *A list of all defendants and their addresses*
- *A list of the properties to be levied on*
- *Property tax parcel number(s), if not noted in the Writ*
- *Direction on whether to serve the defendants*

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

IF the Letter of Instruction directs JCSO to serve the defendants (RCW 6.25.070(4)), we require one copy of each of the following documents per defendant:

- *Court-Certified Copy of the Writ of Attachment*
- *Show Cause Order*
- *Plaintiff's Affidavit*
- *Real Property Exemptions (RCWs 6.13.010-040)*
- *Notice of Right to Hearing*

_____ **Deposit on Sheriff's Fees**

The minimum deposit is \$250.00, which covers JCSO's levy on one real property; each additional property to be levied upon will require an additional \$200.00

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.*