

JEFFERSON COUNTY SHERIFF'S OFFICE

Intake Sheet: Writ of Execution - Personal Property

PLEASE NOTE: JCSO will require Service by Publication in any case wherein a valid contact address for any of the judgment debtors is unknown, or an Estate is a defendant, or any of the defendants are listed as "Unknown Heirs." This is to ensure that we are fully complying with the service requirements in RCW 6.17.130 and 4.28.100

_____ **Court Certified Copies of the "Writ of Execution" or Court Order**

One copy for each named defendant, plus four additional copies. Each must be certified with the Court's seal. The Writ must be endorsed to allow the Sheriff at least an additional thirty days

_____ **One Copy of the Judgment**

_____ **Sheriff's Indemnity Bond**

(See note on back of page)

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

(See note on back of page)

_____ **Break and Enter Order**

Must have Judge's signature on whatever document includes the "break and enter" language; the language must specify the address or addresses at which JCSO may break and enter (general language will not be accepted)

_____ **Deposit on Sheriff's Fees**

*JCSO requires a **\$1,500.00 minimum fee deposit**, but the fee deposit may need to be substantially increased depending on the details of the case. Plaintiffs and/or Plaintiff Attorneys are strongly encouraged to consult with the Civil Office regarding estimated Sheriff's Fees prior to obtaining the Writ.*

- *\$1,500.00 minimum fee deposit, if Service by Publication is not required*
- *If Service by Publication is necessary, the minimum fee deposit is \$3,000.00*
- *Additional deposit may be required depending on the amount of time to be spent on the actual levy; JCSO will bill for time at \$60.00 per hour per deputy*

*** 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 at least double 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, and must be signed by the Plaintiff or Plaintiff Attorney, and must include, at a minimum, the following information:*

- *Judgment amount and interest rate*
 - *Names and service addresses of all judgment debtors*
 - o *SPECIAL NOTE: If the location of the debtors is unknown, or an estate is involved, a six week "Service by Publication" must be run, to ensure all persons with a right to the estate, such as any unknown heirs, are properly notified. (See "Deposit on Sheriff's Fees")*
 - *Description of the property to be levied upon and sold, if known. This description should be as specific as possible: including serial numbers, license and VIN numbers, or any other identifying information*
 - *Location of the property to be seized*
 - *Newspaper in which to publish notices*
 - *Towing company, if tow will be required (must be reserved by the Plaintiff or Plaintiff's Representative, with advanced approval by the Sheriff's Office)*
 - *Keeper to hold/store the seized property (must be reserved by the Plaintiff or Plaintiff's Representative, with advanced approval by the Sheriff's Office)*
 - *Contact information, including a specific point of contact, for the Attorney of Record for the Plaintiff*
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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.*