

JEFFERSON COUNTY SHERIFF'S OFFICE

Order of Sale / Writ of Execution - Real Property Intake Sheet

_____ **Four Copies of the Writ or Order**

- The Writ or Order must be endorsed for an additional thirty days for purpose of sale by the Plaintiff or Plaintiff Attorney, as allowed by RCW 6.21.050(2)
- The copies must be duplicate originals or conformed copies of the Writ of Execution or the Order of Sale

_____ **One Copy of the Judgment**

_____ **Detailed Letter of Instruction**

The letter must be signed by the Plaintiff or Plaintiff Attorney, and must include, at a minimum, the following information:

- Tax Parcel Number of the Subject Property
- Newspaper in which to publish notices
- Legal description, both long and short, and address of the property
- Redemption period, or notice stating there is no redemption period
- Statement of whether the Homestead Exemption will apply
- Statement that the Affidavit re: Insufficient Personal Property has been filed, if applicable
- Judgment amount and interest rate
- Service addresses of the judgment debtors
- Contact information, including a specific point of contact, for the Attorney of Record for the Plaintiff

_____ **Deposit on Sheriff's Fees**

- **\$1,500.00 Fee Deposit if Service by Publication is NOT required**
- **\$3,500.00 Fee Deposit if Service by Publication IS required**

The deposit must be in the form of cash, cashier's check, money order, or a check from a law firm. The deposit is intended to cover estimated costs. Any funds remaining at the conclusion of the sale will be returned to the party making the deposit; any outstanding balance will be invoiced.

Please note that 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