

JEFFERSON COUNTY SHERIFF'S OFFICE

Writ of Replevin / Order Awarding Possession Intake Sheet

_____ **Court Certified Copies of the "Writ of Replevin" or the Order Awarding Possession**

(This is the actual court order directing the Sheriff to seize property from one party and turn it over to another. The property to be seized and turned over must be specifically listed, either 1) in the body of the Writ or Order, or, 2) in an attachment, which must be referenced in the body of the Writ or Order.)

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**

Must have the Judge's signature

_____ **Sheriff's Indemnity Bond**

(See note on back page)

_____ **Two Copies of the Defendant's Bond**, if required by court

(This is a bond that the plaintiff may be required to post with the court; see RCW 7.64.035 for more information.)

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

(See note on back of page)

_____ **Deposit on Sheriff's Fees**

\$100.00 Deposit (cash, cashier's check, or money order)

_____ **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 Order Awarding Possession or Writ of Restitution.

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.

The bond must be for twice the estimated value of the personal property involved; the minimum bond is \$5,000.00 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.

Information on the Letter of Instruction:

The letter of instruction must include the following information:

- a) As much information as possible on the defendants and their address, as well as the property to be seized (RCW 7.64.045)*
- b) Information regarding who we will turn the property over to once it is seized, including names and contact information for all parties authorized to receive the seized property*
- c) Any other information that may be helpful, such as the best times to attempt seizure, times when defendants are home, etc*
- d) Any safety-related information, such as weapons, threats, etc*
- e) Explicit authorization to use our local Sheriff's Keeper should there be a delay in the Plaintiff's representative responding to take possession of the seized property*

Duty to Notify Sheriff:

Per RCW 7.64.045, the Plaintiff must notify the Sheriff as soon as possible if the subject property is turned over to the Plaintiff by the defendant, or through some other means.