

JEFFERSON COUNTY SHERIFF'S OFFICE

Writ of Restitution Intake Sheet

_____ **Court Certified Copies of the "Writ of Restitution,"** with extensions
(*This is the actual court order giving the Sheriff authority to remove persons from the residence they currently occupy.*) One copy for each named defendant, plus two additional copies. Each must be certified with the Court's seal. For residential evictions (RCW 59.18 or 59.20), the Writ must include a ten day extension; for all other evictions, the Writ must include a twenty day extension.

_____ **Copy of the Order issuing the Writ**
Must have the Judge's signature.

_____ **Sheriff's Indemnity Bond,** when applicable
(*See note at bottom of page*)

_____ **Sheriff's Mandatory Eviction Data Form, Completed**

_____ **Deposit on Sheriff's Fees**
\$100.00 Deposit (cash, cashier's check, or money order)

Information on the Sheriff's Indemnity Bond:

A Sheriff's Indemnity Bond is required for any eviction stemming from an Unlawful Detainer action that is not litigated under RCW 59.18 (Residential Landlord Tenant Act) or RCW 59.20 (Manufactured/Mobile-Home Landlord Tenant Act).

The Bond indemnifies the Sheriff from any liability in the action, and must be delivered to the Civil Office prior to the actual ejectment appointment. 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 Eviction Process:

*After you provide the Writ and necessary documents, and after you complete the Sheriff's Mandatory Eviction form, Civil Office Staff will discuss the Eviction Process with you, and will provide you with a copy of the **Landlord Instruction Information Sheet** prior to you leaving the Civil Office. Do not leave the Civil Office without this form.*