



EXECUTION - PERSONAL PROPERTY - INTAKE FORM

Documents / Information Needed:

_____ **WRIT OF EXECUTION** (Original and three copies) provided by Court Clerk

_____ Break and enter order (certified copy) on an order signed by a judge/commissioner.
(We use locksmiths to obtain entry)

_____ Copy of Order to issue writ

_____ Copy of the Judgment.

_____ **LETTER OF INSTRUCTION** - Must include the following:

- Description of the property to be levied upon.
- Location (address) of property to be levied upon.
- Indicate the value of the property to be levied upon.
- Service address for judgment debtor(s).
- Name, Address, phone number of attorney or contact person.
- Indicate the bonded transportation and storage company. Must be located within Snohomish County. Must be able to conduct sale at location. A Hold Harmless Agreement will need to be signed by storage facility and plaintiff or their agent.

_____ **BOND OF INDEMNITY TO THE SHERIFF** (RCW 36.28.050)

- Make sure indemnity bond specifies "**Adam Fortney, Sheriff of Snohomish County.**"
- Make sure bond specifies type of court order "**Writ of Execution**".
- Bond signed by principle/agent **and** attorney.
- Bond is twice the value of the property to be levied upon. Minimum Bond is **\$15,000.00**.

_____ **\$700.00 Sheriff Advance Fees**

- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO).
- Estimated Advance Fees are required prior to service attempt. If the fees are less, a refund check will be issued. If the fees are more, a bill will be sent for additional fees. Refer to Sheriff's fee list at www.snoco.org.

Notes:

- The judgment creditor is responsible for all storage charges, although they may ultimately be satisfied at the time of sale. Should the sale be postponed, either by court order, bankruptcy, or for some other reason, those charges still accrue and are the judgment creditor's responsibility.
- Sale is usually conducted approximately 45 days from levy date.
- Writs are valid for 60 days from date of issue.
- Chapter 6.21.050 RCW allows the Writ to be endorsed not to exceed 30 days past the returnable date with consent from the plaintiff.