



WRIT OF REPLEVIN OR ORDER AWARDING POSSESSION INTAKE SHEET

Documents / Information Needed:

_____ **WRIT OF REPLEVIN OR ORDER AWARDING POSSESSION** (Certified and four copies) provided by Court Clerk. The Writ or Order **MUST** state:

- That a Show Cause Hearing was held
- Description of the property and its location
- Direct the Sheriff to take possession of the property and put the plaintiff in possession as provided
- If deemed necessary, direct the Sheriff to break and enter a building or enclosure to obtain possession of the personal property if concealed in a building or enclosure
- Must be signed by a judge or commissioner

_____ **COPY OF THE PLAINTIFF'S BOND TO THE DEFENDANT** (If the plaintiff's bond to the defendant has been waived, it should be noted in the Writ/Order). If the plaintiff delivers a Writ or Order without the plaintiff's bond as required in RCW 7.64.035, advise the plaintiff that the Sheriff will levy on the property as we would under a Writ of Execution RCW 6.17.

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

- Location (address) of property to be seized
- Indicate the value of the property to be seized
- Name and phone number of attorney or contact person that will be handling the arrangements for the pick up of the property
- Indicate the transportation, storage company, or moving company to be used.

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

- Make sure bond specifies "**Adam Fortney, Sheriff**" and **Snohomish County Sheriff's Office**.
- Make sure bond specifies type of court order "Writ of Replevin"; etc
- 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**.

_____ **\$250.00 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.