



OFFICE OF  
John Gese

## KITSAP COUNTY SHERIFF

614 DIVISION ST. MS-37 • PORT ORCHARD, WASHINGTON 98366 • (360) 337-7104  
[kcsocivildivision@kitsap.gov](mailto:kcsocivildivision@kitsap.gov)

### THE SHERIFF'S OFFICE AND YOUR EVICTION

This letter is intended to help familiarize you with the procedures of the Kitsap County Sheriff's Office as we process your Writ of Restitution. All Writs of Restitution are required by state statutes to be executed by the appropriate Sheriff's Office within the County in which the Writ of Restitution and premises are located.

The Kitsap County Sheriff's Office will accept a Writ of Restitution packet in the following ways:

- Hand delivered to the Civil Division located at our main administration office: 614 Division St, Port Orchard, WA 98366 during normal business hours Monday through Friday, 09:00am-4:30pm (office is closed 12:00-1:00).
- Emailed to [kcsocivildivision@kitsap.gov](mailto:kcsocivildivision@kitsap.gov)
- Mailed to: Kitsap County Sheriff's Office Attn: Civil, 614 Division St MS-37, Port Orchard, WA 98366.

The Sheriff's Office Civil Division staff will receive and review the packet provided in its entirety and contact the plaintiff/plaintiff's representative of any amendments needed, missing documents or information, etc. The common address appearing on the Writ must correspond to the visible address appearing on the subject property of eviction. If there is no visible address on the premises and all apartments are not clearly numbered; or, if the address on the Writ is different, the Writ will need to be amended before the Sheriff's Office can proceed. Additionally, if the subject property is in a secured building, a key or security code must be provided to the Sheriff's Office prior to serving the Writ.

A Deputy will normally serve the Writ within three judicial days of receipt (excluding weekends and holidays). The Deputy will be in contact with the contact person named within the Tenant Information Sheet throughout the process. If we are unable to serve an occupant in person, state statute allows us to affix (post) the Writ in a conspicuous location upon the premises. The defendant and/or persons occupying the premises shall be allowed by statute, three full judicial days after service, excluding the service date, to vacate before the Sheriff's Office can execute the Writ. We advise the landlord not to enter the property before Writ is executed. If the landlord enters the premises prior to the tenant vacating the premises, the Sheriff's Office will no longer be able to execute on the Writ. A Deputy will return to the property after the waiting period (earliest would be fourth judicial day) to conduct a status check on whether the occupants vacated or not. The Deputy will contact the contact person with their findings. If the occupants have vacated, the Sheriff's Office Civil Division staff will process the closing paperwork and create a Return of Service to file with the court. If the occupants have not voluntarily vacated, the Deputy will work with the contact person to schedule a physical eviction which will most likely require the plaintiff or a representative to be at the property during the eviction.

**The Kitsap County Sheriff's Office Civil Division staff does not schedule or have any information regarding the scheduling of evictions, that is conducted directly through the Deputy.**

If the defendant and/or occupants in possession of the premises vacated prior to the scheduled eviction, the plaintiff/plaintiff's representative must immediately notify the Civil Division of the Sheriff's Office.

The Deputy may work towards the eviction unless: the defendant obtains a stay order or unless the case is settled. If the case is settled or the plaintiff/plaintiff's representative is negotiating with the defendant or requesting a delay beyond the scheduled eviction date, they must immediately notify the Civil Division of the Sheriff's Office.

**IMPORTANT:** If a stay order is in place and there is a hearing date scheduled that *exceeds* the expiration date of the Writ, we will require either an order extending the Writ, language regarding the extension of the Writ included in the order to lift the stay or a new Writ must be issued before we can proceed. Please notify the Civil Division of the Sheriff's Office regarding any updates on stay orders and results of hearings. If there is no communication after the hearing date of the stay order and the Writ expires, we will close out the file due to time expired. It is your responsibility to keep the Sheriff's Office informed of any changes.

The Deputy executing the eviction will not assist in moving personal property during the eviction. The Deputy will be present during the physical eviction to enforce the order, keep the peace and to ensure that the eviction is completed in an orderly and lawful manner.

On the scheduled eviction date, it is the responsibility of the plaintiff to change the locks and provide sufficient personnel, gloves, cardboard boxes, plastic bags, etc., to expeditiously remove the personal property. It is also recommended that plastic or inexpensive drop cloths be provided to cover any items that are left on the closest public right-of-way (See Kitsap County Code 9.56.090 if premises is unincorporated Kitsap County, if premises is in City jurisdiction, see your City Code)

The following items cannot be placed on the public right-of-way:

- Caustic cleaning materials (such as paint thinner)
- Soaps, oils, and toiletries
- Explosives and ammunition
- Weapons (of any kind)
- Medicines, drugs (both legal and illegal) and apparatus used in connection with drugs
- Perishable food items
- Alcoholic beverages
- Large sheets of glass
- Pornography

Please be aware, at the scheduled eviction date and time, the Deputy is prepared to execute without delay. If for whatever reason, you or your representatives are not prepared to move forward with the eviction at the scheduled time, the Deputy will not remain on the scene and execute the Writ at that time, the eviction will need to be rescheduled. If your eviction requires a reschedule, the result could require an order extending the expiration date of the Writ. Please be conscious of the expiration date.

The landlord is responsible for removal of vehicles left on the premises, after the eviction is completed. The Deputy will not assist with or standby for vehicle removal. Any other abandoned property, please refer to applicable RCWs, the Sheriff's Office will not assist with personal property issues at any time.

If the landlord knows that the tenant is a person with a disability as defined by RCW 49.60.040 and the disability impairs or prevents the tenant or the tenant's representative from making a written request for storage, it must be presumed that the tenant has requested the storage of the property as provided in this section unless the tenant objects in writing. RCW 59.18.312(1)

A Trespass Notice will be posted on the premises and copy to the landlord when the eviction is completed. If any person(s) are discovered on the property after the eviction, the landlord is advised to call 911 to report the trespass.