



OFFICE OF
John Gese

KITSAP COUNTY SHERIFF

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

WRIT OF ATTACHMENT FOR PERSONAL PROPERTY – DOCUMENTS NEEDED

1. One **certified** copy of the original AND two copies of the Writ of Attachment.
2. Copy of the Order to Issue Writ of Attachment (provided copy must be signed by Judge/Commissioner).
3. Letter of Instructions:
 - What property to levy (seize) - Itemized list of items and their retail value.
 - Where to store the property (if seized).
 - Who is providing hauling, moving, storage? Names, addresses, phone numbers (if seized).
 - Name and address of defendant(s).
 - Address where the property is located.
 - Name, email and phone number of Plaintiff's contact person.
4. Bond of Indemnity to the Sheriff (RCW 36.28.050):

Sheriff's Indemnity Bond Requirements: An Indemnity Bond is required in an amount double the value of the property. The bond must specifically name both the current Sheriff and Kitsap County as obligees and include an original Power of Attorney. For a full list of technical requirements and to avoid bond rejection, please refer to the Kitsap County Sheriff's Office Civil Division page of our website, www.kitsap.gov/sheriff.
5. Advance Fee deposit of \$300.00, payable to the Kitsap County Sheriff's Office.
(Potential additional charges may be billed after completion)
- BREAK AND ENTER ORDER
 - If plaintiff wishes the Sheriff to force entry into an enclosure.
 - The language for the Sheriff to break and enter must be in the Order to issue the Writ and in the Writ itself OR separate Break and Enter Order.
- HOLD HARMLESS AGREEMENT/KEEPER'S RECEIPT

After the Writ of Attachment is executed and the Return of Service to court is completed, the Sheriff will need another court order advising us what to do with the property. Please notify us if the attachment is dropped.