



OFFICE OF
John Gese

KITSAP COUNTY SHERIFF

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WRIT OF ATTACHMENT/PERSONAL PROPERTY – DOCUMENTS NEEDED

1. Three **certified** copies of the original Writ of Attachment.
 - Signed by the Judge, not the Clerk.
2. Letter of instruction:
 - What property is the Sheriff levying on.
 - Where to store the property (if we are seizing item(s)).
 - Address of defendants.
 - Address where property is located.
 - Name and phone number of plaintiffs' contact person.
3. Sheriff's Indemnity Bond:
 - Double the retail value of the property.
 - Bond is for Writ of Attachment (tangibles).
 - Must be signed by the principal or his agent, and the Attorney in fact.
4. Advance Fee deposit of \$300.00, payable to the Kitsap County Sheriff's Office.
(Could be additional charges billed after completion)
5. Break and Enter Order
 - If plaintiff wishes the Sheriff to force entry into an enclosure.
 - Signed by the Judge, not the Clerk.
 - Must include address to be broken into.
6. Keepers Receipt – may be needed.

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