



OFFICE OF  
John Gese

## KITSAP COUNTY SHERIFF

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EMAIL: [kcsocivildivision@kitsap.gov](mailto:kcsocivildivision@kitsap.gov)

### WRIT OF ATTACHMENT / REAL PROPERTY – DOCUMENTS NEEDED

1. One **certified** copy of the original AND two copies of the Writ of Attachment.
2. Copy of Plaintiff Affidavit.
3. Copy of the Order to Issue the Writ of Attachment (provided copy must be signed Judge/Commissioner).
4. Letter of Instructions:
  - Name and address of all judgment debtors.
  - Full and Abbreviated Legal Description of property.
  - Property Tax Parcel Number.
  - Physical address of property.
  - Name, email and phone number of representative for us to communicate with throughout the process.
  - If there are multiple properties/lots to attach, we will need the legal description, physical address, and Assessor's property tax parcel number for each.
5. Advance Fee deposit of \$300.00 payable to the Kitsap County Sheriff's Office.  
(Potential additional charges may be billed after completion)
6. We will require electronic email the following in Word format:
  - Full and Abbreviated Legal Description of the property.
  - Writ of Attachment