



OFFICE OF
John Gese

KITSAP COUNTY SHERIFF

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

WRIT OF REPLEVIN – DOCUMENTS NEEDED

1. Four **certified** copies of the Order Awarding Possession.

OR

2. Four **certified** copies of the Writ of Replevin AND Order in Replevin.

Order Awarding Possession/Writ of Replevin/Order in Replevin shall:

- State that a show cause hearing was held.
 - Describe the property.
 - Location of property.
 - Direct the sheriff to take possession of the property and deliver to plaintiff.
 - Orders **must** be signed by the Judge/Commissioner.
3. Copy of the bond required by the court, RCW 7.64.035 (b). If the court waived their bond, please indicate that in your letter of instruction.

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 \$500.00 payable to the Kitsap County Sheriff's Office.
(Potential additional charges may be billed after completion)

6. Letter of Instructions:

- Name, email, phone number for individuals that will arrangement pick up of property.
- If necessary, details on: towing, storage, or moving companies to use.
- Value of the property.
- Does the defendant(s) reside in the property? If so, a Writ of Restitution/Ejectment may be required.

7. Break and enter authority language must be included in **both the Writ and Order** and identify the specific physical address, exact building, enclosure or residence where the entry is authorized and must describe the property to be seized with enough particularity that the deputy can identify it without exercising independent discretion.