

# ISLAND COUNTY SHERIFF'S OFFICE

Sheriff  
Rick Felici  
Chief Criminal Deputy  
Evan Tingstad



Chief Civil Deputy  
Lorene Norris  
Chief Jail Administrator  
Jose Briones

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PROFESSIONALISM

SERVICE

ACCOUNTABILITY

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## WRIT OF REPLEVIN OR ORDER AWARDING POSSESSION INTAKE SHEET

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Documents/Information Needed:

\_\_\_\_\_ **WRIT OF REPLEVIN OR ORDER AWARDING POSSESSION** (Certified and two copies) provided by Court Clerk. The Writ or Order **MUST** state:

- That a Show Cause Hearing was held
- Description of the property and its location
- Direct the Sheriff to take possession of the property and put the plaintiff in possession as provided
- If deemed necessary, direct the Sheriff to break and enter a building or enclosure to obtain possession of the personal property if concealed in a building or enclosure
- Must be signed by a judge or Court Commissioner

\_\_\_\_\_ **COPY OF THE PLAINTIFF'S BOND TO THE DEFENDANT** (If the plaintiff's bond to the defendant has been waived, it should be noted in the Writ/Order).

\_\_\_\_\_ **LETTER OF INSTRUCTION** - Must include the following:

- Location (address) of property to be seized
- Indicate the value of the property to be seized
- Name and phone number of attorney or contact person that will be handling the arrangements for the pick up of the property
- Indicate the transportation, storage company, or moving company to be used.

\_\_\_\_\_ **BOND OF INDEMNITY TO THE SHERIFF** (RCW 36.28.050)

- Make sure bond specifies "Island County Sheriff's Office."
- Make sure bond specifies type of court order "Writ of Replevin"; etc
- Bond signed by principle/agent and attorney;
- Bond is twice the value of the property to be levied upon; Minimum Bond is \$10,000

\_\_\_\_\_ **\$250.00 SHERIFF ADVANCE FEES**

- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to ISLAND COUNTY SHERIFF'S OFFICE (ICSO).
- Estimated Advance Fees are required prior to service attempt. If the fees are less, a refund check will be issued. If the fees are more, a bill will be sent for additional fees. Refer to Sheriff's fee list at <https://www.islandcountywa.gov/Sheriff/Documents/FeeSchedule.pdf>