

ISLAND COUNTY SHERIFF'S OFFICE

Sheriff
Rick Felici

Chief Criminal Deputy
Evan Tingstad



Chief Civil Deputy
Lorene Norris

Chief Jail Administrator
Jose Briones

PROFESSIONALISM

SERVICE

ACCOUNTABILITY

WRIT OF REPLEVIN OR ORDER AWARDING POSSESSION INTAKE SHEET

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>