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**WRIT OF ATTACHMENT - PERSONAL PROPERTY - INTAKE FORM**

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Documents / Information Needed:

\_\_\_\_\_ **ORIGINAL WRIT and 2 copies** IF writ is from SNOHOMISH COUNTY Court:

- Writ must be directed to Snohomish County Sheriff – when the personal property is located in Snohomish County

\_\_\_\_\_ **1 CERTIFIED COPY OF WRIT and 3 copies** IF from *OTHER COUNTIES* in Washington:

\_\_\_\_\_ Copy of order to issue writ

\_\_\_\_\_ Copy of affidavit on post judgment

\_\_\_\_\_ Description of personal property to be taken

\_\_\_\_\_ Address of personal property

\_\_\_\_\_ Address of defendant(s)

\_\_\_\_\_ Indemnity bond for double the value of the property per RCW 36.28.050 (Minimum \$15,000) Bond made out to “**Adam Fortney, Sheriff of Snohomish County**”. Must include sheriff's name, principal's name, court info and type of order.

\_\_\_\_\_ Letter of instructions:

- Where to store property? Must be bonded storage location.
- Tow company if property includes a vehicle, boat, etc?
- Contact person with contact information?

\_\_\_\_\_ **\$250.00 Sheriff Advance Fees**

- Form of payment is cash, checks, or money orders. Checks and money orders should be made payable to SNOHOMISH COUNTY SHERIFF'S OFFICE (SCSO).
- 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 [www.snoco.org](http://www.snoco.org).