



“EVICTION, ARE YOU PREPARED?”

This Writ of Restitution does not authorize the plaintiff or his agent to enter the premises subject to the writ without the presence of a Snohomish County Sheriff's Deputy, except as otherwise permitted by Chapter 59.18 RCW. If the plaintiff or his agent does enter the premises without the presence of a deputy, this office may be forced to take no further action on said writ. The Snohomish County Sheriff's Office ability to execute a Writ of Restitution (eviction order) in a timely manner depends greatly on the preparedness of the property owner or his/her agent. **Please read the following carefully.**

“I HAVE MY WRIT OF RESTITUTION, NOW WHAT HAPPENS?”

STEP 1 - The property owner or his/her attorney/agent brings (or mails) the Original Writ, Intake Form and advance fee to the Snohomish County Sheriff's Office Civil Unit (4th floor of the Courthouse).

STEP 2 - A Sheriff's Deputy will serve or post the writ along with the Sheriff's "Notice to Vacate" letter at the tenant(s) address. The "Notice to Vacate" letter advises the tenant of the date and time they must vacate the residence or will be physically evicted. The "Notice of Vacate" letter reflects the following: the tenant(s) is given three full court days to move out. This date does not include the date of service, weekends, or holidays. For example, if your writ of restitution is served on Monday the 15th, the notice of vacate letter would instruct the tenant(s) to be completely moved out by Friday the 19th at 8:00 a.m. (**This is not the date and time the actual eviction will occur. The eviction will be scheduled for a time after this date and time.) There are no refunds after this posting is completed.

STEP 3 - The property owner or his/her attorney/agent, as noted on the Intake Form, will receive a call from a deputy to schedule the physical eviction. For officer and community safety reasons, **DO NOT ADVISE the tenant(s) of the date and time** our deputies will complete the physical eviction. For officer safety reasons, deputies will **not** complete the physical eviction if the tenant is given prior notice.

STEP 4 - EVICTION DAY – Be on time. Physical evictions are scheduled for one (1) hour. **Do not attempt to contact the tenant(s) or enter** the premise when you arrive for the physical eviction. Our deputies will make the first contact. Two Deputies will secure the premises. The landlord must provide all the necessary manpower and materials (duct tape, tarp, large garbage bags, boxes, etc.) to complete the physical eviction within one hour.

If the tenant served the landlord a written request to store the property according to statute you must do so and provide a copy to the Sheriff's Office. Please refer any questions regarding the tenant(s) personal property, which includes animals and vehicles left on the premise, to your legal advisor.

If it appears that the property owner or his/her agent is not prepared for the scheduled eviction, the deputy may choose to re-schedule the eviction. This will certainly delay the action, add additional costs, and may require the property owner to go back to court for an extension of time on the Writ.

TO CANCEL: If the tenant(s) vacate or arrangements are made which allow the tenant(s) to remain at the property address, NOTIFY the Sheriff's Office at evictions@snoco.org as soon as possible.

When cancelling your eviction, to assist the deputy in locating your documents, provide your name and phone number, the defendants name, address, when the writ was issued, if the physical eviction was already scheduled provide the date and time of the eviction in your message. If you change your mind later you must start the process over.