



WRIT OF ATTACHMENT – REAL PROPERTY - RCW: 6.25 - INTAKE FORM

Documents / Information Needed:

_____ **Letter** of Instruction.

_____ **ORIGINAL WRIT and 2 copies** IF writ is from SNOHOMISH COUNTY Court:
➤ Writ must be directed to Snohomish County Sheriff

_____ **1 CERTIFIED COPY OF WRIT and 3 copies** IF from *OTHER COUNTIES* in Washington:
From *other counties* in Washington: *1 Certified Copy* of writ and *three* copies.

*****NOTE: LEGAL DESCRIPTION MUST BE INCLUDED IN THE WRIT*****

_____ **Property Tax Parcel number** is required to record the writ with the auditor. It must be included in the writ or letter of instruction. This number needs to be provided to us. If the tax parcel number is not included but the information is available, we cannot write it for you so you must write it for us.

_____ **If sheriff is to serve defendants**, you must provide the address of the defendants and copies of documents required to be served as described in RCW 6.25.070. **RCW 6.25.070** requires service of Order to Show Cause, plaintiff's affidavit, homestead statutes, and copy of Notice of Right to Hearing, if the writ is issued without prior notice. The plaintiff usually takes care of this service, but may request the sheriff to do so, in which case these documents are served in the same manner as a summons.

_____ **\$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.