

## **Clark County Sheriff's Office** **Writ of Ejectment Intake Sheet**

### **Required:**

**-Four certified copies of original Writ of Ejectment** (directions to the Sheriff, break and enter and return language must be clear, and included in the body of the Writ and Order)

**-Copy of the Order.**

**-Sheriff's Mandatory Eviction Information Sheet**

(Available at <https://clark.wa.gov/sheriff/evictions/writs-restitution> or at counter)

**-Original Sheriff's Indemnity Bond to Sheriff JOHN HORCH:**

**DO NOT PROVIDE BOND AHEAD OF TIME!**

- The Sheriff's Office determines the final acceptable amount on the bond. We will contact you with appropriate bond amount.
- Bond will be at least double the value of the personal property involved.
- The minimum bond amount will be \$10,000.00.
- **Plaintiff (owner or managing member-not plaintiff's representative or attorney unless limited power of attorney is provided)** and **bonding company** must sign the bond. **Bond must have ORIGINAL SIGNATURES (blue ink) and ORIGINAL "wet" SEAL from bonding company.**
- Bond caption must match the caption of the writ.
- The bond must have cause number and list the correct court order for the action.

**Our office will not proceed if the provided bond does not meet the above-mentioned requirements.** To avoid delays or having the entire case returned, please make sure to follow the instructions.

**-Deposit:** for deposit amount contact civil unit at (564) 397-2225

FORMS OF PAYMENT ACCEPTED ARE: CASH, MONEY ORDER or ATTORNEY'S CHECK.

**Once an Ejectment is Scheduled-**THE ASSIGNED DEPUTY WILL BE AT THE PROPERTY TO KEEP THE PEACE. THE DEPUTY IS NOT THERE TO HELP WITH THE MOVING OF PERSONAL PROPERTY. IF THE PLAINTIFF DOES NOT PROVIDE THE NECESSARY MANPOWER AND MATERIALS FOR THE MOVE, IT WILL BE RESCHEDULED AND ANY EXTENSION TO THE WRIT (AS A RESULT OF THE RESCHEDULING) IS THE RESPONSIBILITY OF THE LANDLORD/ATTORNEY.

### **At the time of the Ejectment:**

- The plaintiff must provide all necessary manpower and materials to remove the defendant's personal property as expeditiously as possible.
- The plaintiff must move the defendant's property to the nearest public property.
- Vehicles left by the defendant must be removed as a private impound (towing and storage arrangements made by the plaintiff).

QUESTIONS? PLEASE CALL CIVIL UNIT (564) 397-2225 MONDAY-FRIDAY, 8:00AM-4:30PM.