

## REQUIREMENTS – PERSONAL PROPERTY SALES:

1. Four duplicate original writs.
  - a) Writ is directed to the Sheriff of Clark County.
2. Original Sheriff's Indemnity Bond for at least double the value of the property.
  - a) Bond must be at least double the value of the property being seized.
  - b) Plaintiff must sign the bond, not plaintiff's representative or attorney.
  - c) The bond must have the cause number and reference the appropriate type of court order we are acting on.
  - d) Caption must match the caption of the writ and cause number, Sheriff's name must be spelled properly and the body of the bond must refer to the correct named writ or order provided to the Sheriff.
3. Break and Enter Order:
  - a) Must be address specific.
  - b) Must be signed by the judge.
  - c) Language may be accepted if in the Writ of Execution, IF the judge has signed the writ, acknowledging full awareness of our direction to break and enter.
4. Copy of the judgment.
5. Deposit on fees, depending on what is being seized and what kind of storage we will utilize. **(Personal checks are not accepted.)**
  - a) Minimum deposit of \$600.00 depending on the action.
  - b) Contact the office at (360) 397-2225 to discuss deposit amounts.
6. Letter of Instruction requirements:
  - a) List the property to seize and sell.
  - b) List the judgment debtors to serve and where.
  - c) If the location of the debtors is unknown, or an estate is involved, a six week "service by publication" notice must be run, to ensure all persons with a right to the estate, such as unknown heirs, are properly notified.
  - d) List interest rate.
  - e) Keeper – utilizing Sheriff's contact or other? Payment arrangements?
  - f) Attorney of record, and assistant contact information.
7. Miscellaneous:
  - a) If the action is other than a routine personal property seizure and sale, contact the office to discuss the situation.
  - b) If the action involves seizing a large amount of property, or unknown property, contact the office to discuss the situation.
  - c) Keeper is to be agreed upon with the Sheriff's Office prior to the writ being executed and arrangements made by plaintiff to pay storage costs.