

## **REQUIREMENTS – Writ of Replevin or Order awarding Possession:**

1. One Certified copy of the Writ and three copies.
  - a) Must be directed to the Clark County Sheriff.
  - b) Must be signed by the judge issuing the writ or order.
  - c) Must specifically list the property to be seized.
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 included in the body of the Writ or Order:
  - a) Must be address specific.
  - b) Must be signed by the judge.
4. Minimum \$300.00 deposit on fees, larger if a large amount of property is to be seized.
5. Letter of Instruction requirements:
  - a) Identify the defendants to be served.
  - b) Identify the property and its location.
  - c) Identify agent who is to be on scene to receive property and contact info.
6. Miscellaneous:
  - a) Our office does not stand by for an extended period of time waiting for a recovery company.
  - b) If the recovery company is too far away, please provide alternate info, or specify that our local company may be used, and the recovering agent will pay all towing and storage costs.