

**Clark County Sheriff's Office**  
**ORDER AWARDING POSSESSION or WRIT OF REPLEVIN**

**-Original Writ of Replevin (+ 3 copies) or 4 certified copies of the Order Awarding Possession** (signed by the judge or commissioner). The property to seize and turn over must be specifically listed in the body of the writ or order.

**-A copy of the bond to the defendant or Order Waiving Plaintiff's bond**

**-Original Sheriff's Indemnity Bond to Sheriff CHUCK E. ATKINS:**

- Bond must be at least double the value of the property being seized.
- The Sheriff's Office determines the final acceptable amount on the bond.
- The minimum bond amount is \$10,000.00
- Plaintiff (not plaintiff's representative or attorney unless limited power of attorney is provided) and bonding company must sign the bond.
- Bond caption must match the caption of the writ
- The bond must have cause number and list the correct court order we are acting on.

**-Break and Enter Order (Original):**

- Must be address specific to the location of execution.
- Must be signed by the judge.
- B&E language may be included in the Order.

**-Letter of Instruction:**

- Information on the defendants and their address.
- Description and location of the property to be levied upon and approximate value of property.
- **Name and phone numbers** (direct) of contact persons who will handle the arrangements for picking up the property.
- Authorization to use our local keeper should there be a delay in plaintiff's representative responding to take possession of the seized property (you are responsible to pay all towing and storage costs);
- Special information, such as best time to attempt when defendants are home.

**-Deposit** - contact Civil Division for deposit amount. Attorney's check, money order, cashier's check or cash (to the Clark County Sheriff's Office). If multiple items or time-consuming seizure will require a larger deposit. Our office does not stand by for an extended period waiting for a recovery company (additional fee may apply).

**The Order Awarding Possession shall (a) State that a show cause hearing was held; (b) describe the property and its location; (c) direct the Sheriff to take possession of the property and put the plaintiff in possession as provided; (d) if deemed necessary, direct the Sheriff to break and enter a building or enclosure to obtain possession of the property if it is concealed in the building or enclosure; and (e) be signed by the judge or commissioner.**