

Clark County Sheriff's Office ATTACHMENT PERSONAL PROPERTY

Original writ and three certified copies.

- Issued by the judge (not the clerk).
- The judge's signature should be on the writ.

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

- 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.

Bond to the Court:

- One copy for our file. If cash is deposited with the clerk, a copy of the receipt. If bond has been waived, paperwork documenting this.

Letter of Instruction requirements:

- Detailed description and location of property we are to attach
- If several defendants' names are listed, indicate under which Defendant the property is attached
- Please provide license/VIN number for vehicles
- Place of storage (must be bonded) – property stored at discretion of the Sheriff"
- May direct to serve the defendants- specific notices and summons are required - attorney provides the following:
 - Writ of Attachment issued by the court.
 - Notice of Attachment of Personal Property.
 - Show Cause Order.
 - Plaintiff's Affidavit.
 - Personal Property exemption statutes 6.15.010, 6.15.060.
 - Notice of Right to Hearing.

Fee Deposit- \$300.00(minimum)- Cash, attorney's check, money order, cashier's check (to the Clark County Sheriff's Office). Deposit will depend on how much property is being seized (additional fees may apply)

Attorney elects to do service of required documents - PLEASE PROVIDE COPIES OF ORDER TO SHOW CAUSE AND AFFIDAVIT(S) OF SERVICE SHOWING DEFENDANTS WERE PROVIDED NOTICE OF PENDING ATTACHMENT.

The Sheriff's Office will not utilize any Break and Enter order to execute a Writ of Attachment on personal property. The Attachment chapter does not have authoritative language allowing break and enter.

Release of attached property held by the Sheriff is directed by court order only.