

**Clark County Sheriff's Office**  
**PERSONAL PROPERTY EXECUTION**

**-Four duplicate original writs.**

**-Copy of judgment.**

**-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.

**-Break and Enter Order:**

- Must be address specific to the location of execution.
- Must be signed by the judge.
- B&E language may be included in the Writ of Execution (***IF*** the judge signed the writ).

**-Letter of Instruction requirements:**

- Description (detailed) and location of the property to be levied upon
- Value of the property to be levied upon
- Name and address of judgment debtor(s)
- Name, address, & phone number of attorney or party filing papers
- Interest rate.
- Keeper to hold the property (if previously agreed upon with the sheriff).

**-Deposit on fees \$300.00** (subject to change- depending on what is being seized and type of storage required)

**- 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.

**Specific documents, bond and information are necessary to successfully plan and execute on a personal property. Work on a case does not proceed unless all required documents, information and deposit are provided.**