



**PIERCE COUNTY SHERIFF'S DEPARTMENT
CIVIL DIVISION
930 TACOMA AVE SO
TACOMA, WA 98402
(253) 798-7520**

ATTACHMENT INTAKE SHEET – RCW 6.25

PERSONAL PROPERTY

_____ **ORDER GRANTING WRIT OF ATTACHMENT**

One certified copy with the judge's signature, plus one copy for our file and a copy to serve each defendant (a commissioner can sign the Order as long as the judge's name is stamped on writ).

_____ **WRIT OF ATTACHMENT**

One certified copy and a copy for our file. Copies of the certified copy to serve each defendant.

_____ **SERVICE INFORMATION**

Please include the defendant's address for service, and provide copies of the Notice of Right to Hearing and Plaintiff's Affidavit.

_____ **ORIGINAL BOND OF INDEMNITY TO THE SHERIFF PAUL A. PASTOR, JR.**

Twice the value of the goods we are to attach. Minimum bond amount is \$5,000.00. The bonding company and the principal must sign the bond.

_____ **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** from plaintiff's attorney including the description and location of property we are to attach. Please provide license/VIN number for vehicles. Place of storage (must be bonded). If none is specified, please indicate "store at discretion of the Sheriff".

_____ **FEE DEPOSIT OF \$225.00** Attorney's check, money order, cashier's check, cash, or debit card with PIN (in office only). Checks should be made payable to the Pierce County Sheriff's Department.

_____ **BREAK AND ENTER ORDER** if items are in a locked area.

REAL PROPERTY

_____ **ONE ORIGINAL WRIT OF ATTACHMENT** plus two copies (originals are ok).

The Writ of Attachment must include the legal description and parcel number or have this information attached.

_____ **LETTER OF INSTRUCTION** including any service information and the abbreviated legal description.

_____ **FEE DEPOSIT OF \$200.00.** Attorney's check, money order, cashier's check, cash, or debit card with PIN (in office only). Checks should be made payable to the Pierce County Sheriff's Department.

***WE WILL NOT ACCEPT EX-PARTE WRITS OF ATTACHMENT ON REAL PROPERTY. PLEASE PROVIDE COPIES OF ORDER TO SHOW CAUSE AND AFFIDAVIT(S) OF SERVICE SHOWING DEFENDANTS WERE PROVIDED NOTICE OF PENDING ATTACHMENT.**