



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

**ORDER AWARDING POSSESSION INTAKE SHEET**

\_\_\_\_\_ **ONE CERTIFIED COPY OF THE ORDER AWARDING POSSESSION.**

\_\_\_\_\_ **COPY OF THE BOND TO THE DEFENDANT** or the Court Clerk's receipt for funds deposited in lieu of bond. (No bond is required if submitting a post judgment Order Awarding Possession).

Four additional copies of each of the above. (One for our file, one for each defendant)

**RCW 7.64**

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.

\_\_\_\_\_ **ORIGINAL BOND OF INDEMNITY TO THE SHERIFF PAUL A. PASTOR, JR.;**  
The bond is to be twice the value of the property we are to seize. The minimum bond amount is \$5,000.00. The bonding company and the principal must sign the bond. This is not the same as the Defendant Bond listed above.

\_\_\_\_\_ **LETTER OF INSTRUCTIONS** indicating: (a) phone contact numbers for contact persons that can handle arrangements on picking up the property; (b) if necessary, details on towing, storage, or moving companies to use; (c) value of the property.

\_\_\_\_\_ **FEE DEPOSIT OF \$200.00.** Attorney's check, money order or cash. Please make checks payable to the Pierce County Sheriff's Department. See information below regarding the fee deposit when levying on an occupied mobile home.

If the subject of the Order Awarding Possession is an occupied mobile home, the occupants must be evicted before the Sheriff's Department can levy on the mobile home. Please refer to the Writ of Restitution intake sheet for details. This can be found by clicking on "Civil Forms" at our website [piercesheriff.org](http://piercesheriff.org).