



PIERCE COUNTY SHERIFF'S DEPARTMENT

CIVIL UNIT

930 TACOMA AVE SO, FIRST FLOOR

TACOMA, WA 98402

(253) 798-7520

PERSONAL PROPERTY EXECUTION INTAKE SHEET

You are asking the Pierce County Sheriff to levy upon the property of another to at least partially satisfy a judgment. You need to provide the following:

_____ **WRIT OF EXECUTION** – Original and three copies. (Provided by Clerk)

_____ **BREAK AND ENTER ORDER** - If the property to be levied on is in a locked area. Must be a separate Order signed by the Judge or Commissioner. Break and Enter language in the writ is not sufficient.

_____ **LETTER OF INSTRUCTION** – must include:

- Description and location of the property to be levied upon. Please include VIN numbers, license plate numbers, identification numbers, etc. to show proof of ownership.
- Address of judgment debtor.
- Name, address, and phone number of attorney or party initiating action.
- An indication of how the property is to be transported and stored. If there is no preference, please indicate “transport and store at the discretion of the Sheriff.”
- The value of the property to be levied upon.

_____ **ORIGINAL BOND OF INDEMNITY TO PAUL A. PASTOR, JR., SHERIFF OF PIERCE COUNTY.** Bond must be twice the value of the property to be levied upon, with a minimum bond amount of \$5,000.00. Both the bonding company and the principal must sign the bond

_____ **COPY OF THE JUDGMENT** and any assignments.

_____ **FEE DEPOSIT OF \$400.00**, Attorney's check, cash, or money order made payable to the Pierce County Sheriff's Department.

Please be aware that you are responsible for the cost of levy (transportation, storage charges, etc.), although they may be ultimately satisfied at time of sale. Those charges will continue to accrue and are your responsibility even if the sale is postponed.

We will do the best we can in executing your judgment collection action, but need your assistance to do the best job possible. Thank you for your cooperation.