



**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 ED TROYER**

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. Please note: An insured and bonded commercial moving company or towing company is required – under no circumstances will property be moved by an officer or the plaintiff or defendant.

_____ **FEE DEPOSIT OF \$250.00.** Attorney's check, money order, cashier's check or cash. Checks should be made payable to the Pierce County Sheriff's Department.

IF THE ORDER AWARDING POSSESSION IS ON AN OCCUPIED MOBILE HOME, THE OCCUPANTS MUST BE EVICTED PRIOR TO AWARDING POSSESSION TO THE PLAINTIFF PLEASE SEE OUR WRIT OF RESTITUTION INTAKE SHEET FOR INSTRUCTION ON THE MATERIALS REQUIRED FOR AN EVICTION.