

**INFORMATION REQUIRED WITH RECEIPT OF COURT DOCUMENT
ORDER OF SALE or WRIT OF EXECUTION
Real or Personal Property**

\$250.00 DEPOSIT REQUIRED AT TIME OF IN-TAKE

DOCUMENTS NEEDED

Original and Two Copies of the ORDER OF SALE or WRIT OF EXECUTION

Must be directed to correct county and correct Sheriff

Include in the Order of Sale RCW 6.21.050(2) 30 day extension language for purposes of sale only

Writs must be received timely—please call to arrange scheduling

DETAILED LETTER OF INSTRUCTION TO INCLUDE THE FOLLOWING:

- Specify the newspaper that will publish public notice of sale
- Physical address of the property
- Legal description of the property, if not in the ORDER
 - If the property is unimproved, the letter of instruction must include statement indicating the property is unimproved
- Note the length of the redemption period
- Interest rate for accrual purposes
- Name, mailing address, email address and telephone number of the attorney of record
- Name, mailing address, email address and telephone number of the attorney of Judgment debtor
- Mailing/service address of the debtors
- List the assessor's property tax parcel number
- A statement that there is insufficient personal property to pursue, if applicable

1 COPY OF THE JUDGMENT AND DECREE OF FORECLOSURE

1 COPY OF THE ORDER ON MOTION FOR JUDGMENT

1 COPY OF THE AFFIDAVIT OF JUDGMENT CREDITOR (6.17.100)

If the Sheriff is to seize personal property, please include:

- Specific items to be seized / levied
- Identity of individual currently in possession of property
- Whether plaintiff and/or attorney will be present at location of seizure (attorney must be present)
 - Reminder that only specifically identified property will be seized; no subsequent additions
- If no access is granted by debtor or property occupant, court documents ordering entry of Sheriff at premises
- In order to forcefully enter and remove property, require break and enter order signed by JUDGE
- Identify who will be acting as keeper of property
- Identify towing/moving/storage company (plaintiff is responsible for moving and storage of items)
- Please note: CCSO does not conduct vehicle repossessions per order of the Sheriff

Sheriff demands indemnity bond at double the value of the judgment prior to service of writ.

Plaintiff will be charged current hourly rate for all deputies required to attend levy on personal property. Sheriff will determine the number of deputies to be assigned to levy on a case-by-case basis.

Deliver to:

CHELAN COUNTY SHERIFF'S OFFICE / CIVIL DEPUTY		
Mailing Address:	Physical Address:	Electronic
PO Box 36	401 Washington Street #1	sheriff.civil@co.chelan.wa.us
Wenatchee, WA 98807	Wenatchee, WA 98801	509.667.6875
		509.667.6876 / Civil Deputy