



OFFICE OF  
John Gese

# KITSAP COUNTY SHERIFF

614 DIVISION ST. MS-37 • PORT ORCHARD, WASHINGTON 98366 PHONE: (360) 337-7104  
EMAIL: [kcsocivildivision@kitsap.gov](mailto:kcsocivildivision@kitsap.gov)

## WRIT OF ATTACHMENT / REAL PROPERTY – DOCUMENTS NEEDED

1. Three **certified** copies of the original Writ of Attachment
2. Copy of Plaintiff Affidavit.
3. Copy of the Order to Issue the Writ of Attachment
4. Advance Fee Deposit of \$300.00, payable to the Kitsap County Sheriff's Office.  
(Could be additional charges billed after completion)
5. Letter of Instructions:
  - Legal description of the property, especially any specific property to be attached. We will be requesting the legal description of the real property to be sent to us in an email, in word format.
  - Physical address of the property to be attached.
  - Will we be serving the defendant? If the defendant lives in Kitsap County and we will be serving the Defendant(s), we will need the name(s) address(s).
  - Assessor's Property Tax parcel number.
  - If multiple properties/lots, we will need the legal description, physical address, and Assessor's property tax parcel number for each.