



OFFICE OF
John Gese

KITSAP COUNTY SHERIFF

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

WRIT OF EXECUTION FOR PERSONAL PROPERTY - TILL TAP – DOCUMENTS NEEDED

1. One **certified** copy of the original AND two copies of the Writ of Execution.

Language in Writ must be specific to include the following:

- Define the business or person to be tapped.
- Include the location/address.
- Order that money of the business be seized and turned over to the Court.
- Identify the exact equipment to seize the currency (example; cash register, safe, lock box, tip jar, etc.).
- Writ may direct those multiple attempts be made during the life of the writ to satisfy the judgment.

2. Copy of the Judgment (provided copy must be signed by Judge/Commissioner).

3. Bond of Indemnity to the Sheriff (RCW 36.28.050):

Sheriff's Indemnity Bond Requirements: An Indemnity Bond is required in an amount double the value of the property. The bond must specifically name both the current Sheriff and Kitsap County as obligees and include an original Power of Attorney. For a full list of technical requirements and to avoid bond rejection, please refer to the Kitsap County Sheriff's Office Civil Division page of our website, www.kitsap.gov/sheriff.

4. Letter of Instructions:

- Address where the currency is located.
- Name and address of Defendant(s).
- Name and phone number of plaintiff's contact person.

5. BREAK AND ENTER ORDER

- If plaintiff wishes the Sheriff to force entry into an enclosure.
- The language for the Sheriff to break and enter must be in the Order to issue the Writ and in the Writ itself OR separate Break and Enter Order.

6. Advance Fee deposit will be determined on a case-by-case basis.