

**WHATCOM COUNTY SHERIFF'S OFFICE
CIVIL DIVISION
311 GRAND AVENUE
BELLINGHAM, WASHINGTON 98225
(360) 676-6650**

ORDER AWARDING POSSESSION INTAKE SHEET

_____ **ONE CERTIFIED AND THREE ADDITIONAL COPIES 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).

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
- (e) Be signed by the judge or commissioner

_____ **BOND OF INDEMNITY TO THE SHERIFF** (must be twice the value of the property we are to seize, with a minimum bond amount of \$5,000.00) to include:

- Issuance to William J. Elfo, Sheriff of Whatcom County
- Both the bonding company and the principal must sign the bond

_____ **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

_____ **FEE DEPOSIT OF \$200.00** in the form of cash, check or money order made payable to the Whatcom County Sheriff's Office. See information below regarding the fee deposit when levying on an occupied mobile home

***** If the Order Awarding Possession is on an occupied mobile home, the occupants must be evicted prior to awarding possession to the plaintiff, (Writ of Restitution).

If you have any questions, please feel free to contact the Civil Division.