

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

**WRIT OF ATTACHMENT ON PERSONAL PROPERTY  
INTAKE SHEET**

\_\_\_\_\_ **ORDER GRANTING WRIT OF ATTACHMENT**

One certified copy with the judge's signature, plus one copy for our file and a copy to serve each defendant

\_\_\_\_\_ **WRIT OF ATTACHMENT**

Original and three conformed copies (sealed with court seal)

\_\_\_\_\_ **BREAK AND ENTER ORDER** (separate order from Writ of Attachment)

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

- Issuance to William J. Elfo, Sheriff of Whatcom County
- Signatures of both the bonding company and the principal are required.

\_\_\_\_\_ **BOND TO THE COURT**

One copy for our file. If cash is deposited with the clerk, a copy of the receipt. If bond has been waived, paperwork documenting this.

\_\_\_\_\_ **LETTER OF INSTRUCTION which contains:**

- Location of the property to be attached.
- Description of the property to be attached. Please provide license/VIN numbers for vehicles.
- Who the keeper is and/or where the property will be stored in Whatcom County. (Place of storage must be bonded and the "keeper" of the property will need to sign a Keeper's Receipt).
- Service address of Defendant(s) to effect legal service.
- Name, address and phone number of contact person.
- Attorney name, address and phone number if not included on Writ.
- Name and address of Defendant's Attorney of Record, if known.

\_\_\_\_\_ **FEE DEPOSIT OF \$300.00** in the form of cash, check or money order made payable to the Whatcom County Sheriff's Office