

HARVEY GJESDAL
SHERIFF

DON E. CULP
UNDERSHERIFF

MICHAEL R. WAGG
CHIEF CRIMINAL DEPUTY

KELLY A. SOLTWISCH
CHIEF CIVIL DEPUTY



DOUGLAS COUNTY SHERIFF

DEDICATION / COMMITMENT / SERVICE

Main Offices / Administration

110 N.E. 2ND STREET, SUITE 200
EAST WENATCHEE, WA. 98802
(509) 884-0941 / (509) 884-1125
FAX (509) 886-1045

Court House

POST OFFICE BOX 665
WATERVILLE, WA. 98858
(509) 745-8564
FAX (509) 745-8806

North District Sub-Station

POST OFFICE BOX 490
BRIDGEPORT, WA. 98813
(509) 686-3741
FAX (509) 686-4671

www.douglascountysheriff.org

WRIT OF EXECUTION ON PERSONAL PROPERTY INTAKE SHEET

Before accepting a Writ of Execution on personal property, our office requires the follow paperwork:

- 1. Detailed letter of instruction which contains:**
 - a. specific details on property to be levied on and seized which is not included in the Writ
 - b. Who the Keeper is and/or where the property will be stored in Douglas County
 - c. Interest rate
 - d. Service address of Judgment Debtors to effect legal service
 - e. Name, address and phone number of my contact person
- 2. Original and four copies of the Writ (Including Break and Enter Order if applicable)**
- 3. Deposit in the amount of \$300.00 made out to the Douglas County Sheriff**
- 4. Copy of Judgment with Judge's signature (stamped signature not acceptable)**
- 5. Copy of Order Directing Issuance of Writ with Judge's Signature (stamped signature not acceptable).**
- 6. Bond of Indemnity to the Sheriff (for twice the value of the judgment or property to be seized to include:**
 - a. Issuance to Harvey Gjesdal, Sheriff of Douglas County
 - b. Signatures of both the bonding company and the plaintiff or his designee

If you have any questions, please feel free to contact the Chief Civil Deputy Kelly Soltwisch or Records Supervisor Caryn Hankins at (509) 884-0941 between the hours of 0800-1700, Monday through Friday, excluding holidays.