

**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](http://www.douglascountysheriff.org)

## WRIT OF EXECUTION ON REAL PROPERTY INTAKE SHEET

Before accepting an Order of Sale or Writ of Execution, our office requires the follow paperwork:

- 1. Detailed letter of instruction which contains:**
  - a. specific details on property to be levied on and seized, such as residential address if available
  - b. Interest rate
  - c. Last known address of Judgment Debtors to effect legal service
  - d. Name, address and phone number of my contact person
  - e. Redemption Period
- 2. Original plus four copies of the Writ/Order of Sale (it makes our jobs easier if there is an extension included which states "This Writ may be extended for an additional thirty days for the purposes of sale only").**
- 3. Deposit in the amount of \$300.00 made out to the Douglas County Sheriff**
- 4. Filed 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. If there is no residential address, a plat map with enough detail to locate the property to be sold and post with statutory notices.**

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.