

Writ of Restitution/Unlawful Detainer Intake Sheet

- Forcible Entry and forcible and Unlawful Detainer RCW 59.12
- Residential Landlord-Tenant Act RCW 59.18
- Mobile Home Landlord-Tenant Act RCW 59.20

You are asking the Douglas County Sheriff's Office to serve a Writ of Restitution and if necessary, to forcibly evict the tenant from the premises. The following is **REQUIRED** before the Sheriff will act on the Writ:

WRIT OF RESTITUTION

1. **The ORIGINAL Writ of Restitution, one copy for each defendant to be served, plus one copy for our file.**
Return on Residential Writ is 10 calendar days (59.18.380)
Return on Commercial Writ is 20 calendar days (59.12.090)
2. **Copy of Order Directing Issuance of Writ of Restitution that includes JUDGES SIGNATURE,**
not a stamped conformed copy.
3. **Break and Enter Order authorizing the Douglas County Sheriff's Office to forcefully enter the premises.** This language can be incorporated in the Order Directing Issuance or in a separate Order form but it **MUST BE SIGNED BY A JUDGE.**

We will not accept a Break and Enter Order that is not addressed in the Order Directing Issuance but only in the body of the Writ of Restitution **UNLESS** it is signed by a Judge.

FEES

\$150.00 Payable to the Douglas County Sheriff

THE COVER LETTER MUST INCLUDE:

- 1) The name and phone number of contact person acting on behalf of the plaintiff. They should be advised in advance that the Chief Civil Deputy will be contacting them BEFORE SERVICE OF THE WRIT, to confirm arrangements for a physical eviction. The contact person should be the same person that will physically meet law enforcement in the field for the physical lockout!
- 2) The full name of all defendants, to include any date of birth, social security number, etc.
- 3) Circumstances law enforcement should be aware of i.e. (weapons, drugs, animals, violent persons)

(IF ALL OF THE INFORMATION LISTED ABOVE IS NOT SUPPLIED ON THE COVER LETTER, THE WRIT WILL BE RETURNED).

BOND OF INDEMNITY (59.12 Commercial Writ only)

Bond must be twice the amount of the value of the property levied upon or a minimum of \$5,000.

It must be issued to Daniel J. LaRoche, Douglas County Sheriff and contain the signature of the Plaintiff or his attorney, and the bonding agent.

This bond cannot be waived by the Courts (RCW 36.28.050).

If you have any questions please feel free to contact Chief Civil Deputy Kelly Soltwisch at (509) 884-0941. If she is not available you can ask for Records Supervisor Caryn Hankins at the same number. Both parties are available between the hours of 0800-1700 hours, Monday through Friday, excluding holidays. We also have a toll free number at 1-800-452-1732.