

Thurston County Clerk's Office procedures for issuing writs and Order of Sale

Please follow the below guidelines when submitting a writ or Order of Sale to the Clerk's Office. The guidelines include information on what is needed for the Thurston County Sheriff's Office for Writs of Attachment, Replevin, Restitution, Ejectment, and Execution (Order of Sale).

To get a Writ or Order of Sale issued, please mail, or deliver to the Clerk's Office Dropbox the following documents and payment(s):

Writ of Garnishment

Provide the following:

- A signed application (Praecipe) with an original signature plus a copy for our records
- A signed Writ with an original signature plus a copy for our records
 - Our office will accept up to three additional copies for conforming
- A \$20.00 check made payable to the Thurston County Clerk
- Self-address pre-stamped envelope

Writ of Restitution and Ejectment

Clerk's Office Requirements

Provide the following:

- A signed Writ with an original signature plus four (4) copies
 - The original and three (3) certified copies will go to the Sheriff's Office
 - One (1) copy is for our records
 - In certain situations, multiple Writs of Restitution or Ejectment may need to be issued
- A \$20.00 check payable to the Thurston County Clerk
- Self-address pre-stamped envelope
 - A return envelope is not required if it is requested that the clerk's office forward the Writ to the Sheriff's Office, and you do not want a copy of the receipt

Thurston County Sheriff's Office Requirements - if requested

Provide the following to complete the request:

- Original and three (3) certified copies of the Writ of Restitution
- Three (3) copies of the request for storage of personal property
- A copy of the Order directing issuance of the Writ of Restitution that includes a judge's signature, not a stamped conformed copy

- A \$150.00 check or money order made payable to the Thurston County Sheriff's Office
- A completed Thurston County Sheriff's Office Writ Intake Form
 - The intake form is located on the Thurston County Sheriff's website at <https://www.co.thurston.wa.us/sheriff/> and go to the Support Services-Civil Section
- If this is a Commercial Eviction or a Writ of Ejectment, please call the Thurston County Sheriff's Office Civil Division at 360-786-5534 for Sheriffs Indemnity Bond requirements.

Order of Sale (Writ of Execution) – Real Property and Personal Property

Clerk's Office Requirements

Provide the following:

- A signed application (Praecipe) with an original signature plus a copy for our records
- A signed Writ with an original signature plus four (4) copies
 - The original and three (3) certified copies will go to the Sheriff's Office
 - One (1) copy is for our records
- A \$20.00 check payable to the Thurston County Clerk
 - Self-address pre-stamped envelope A return envelope is not required if it is requested that the clerk's office forward the Writ to the Sheriff's Office, and you do not want a copy of the receipt

Thurston County Sheriff's Office - Execution on Real Property, if requested

Provide the following to complete the request:

- The Original and three (3) certified copies of the Execution on Real Property
- A certified copy of the Judgment
- A \$450.00 check or money order made payable to the Thurston County Sheriff's Office
- A detailed Letter of Instruction
 - For specific details, visit the Thurston County Sheriff's website at <https://www.co.thurston.wa.us/sheriff/> and go to the Support Services-Civil Section

Thurston County Sheriff's Office - Writ of Execution on Personal Property, if requested

Provide the following to complete the request:

- The Original and three (3) certified copies of the Execution on Personal Property
- A certified copy of the Judgment
- A \$400.00 check or money order made payable to the Thurston County Sheriff's Office
- A detailed Letter of Instruction

- For specific details, visit the Thurston County Sheriff's website at <https://www.co.thurston.wa.us/sheriff/> and go to the Support Services-Civil Section
- A Sheriff's Indemnity Bond
 - The bond will need to be issued to John Snaza, Sheriff of Thurston County
 - The bond must be twice the value of the property to be seized or a minimum of \$5,000.00 (whichever is greater)
 - The bond must include signatures of both the bonding company and the plaintiff or their designee

Writ of Attachment and Replevin

Clerk's Office Requirements

Provide the following:

- A signed application (Praecipe) with an original signature plus a copy for our records
- A signed Writ with an original signature plus four (4) copies
 - The original and three (3) certified copies will go to the Sheriff's Office
 - One (1) copy is for our records
- A \$20.00 check or money order made payable to the Thurston County Clerk
- Self-address pre-stamped envelope
 - A return envelope is not required if it is requested that the clerk's office forward the Writ to the Sheriff's Office, and you do not want a copy of the receipt

Thurston County Sheriff's Office Requirements- Writ of Replevin, if requested:

Provide the following to complete the request:

- The Original and three (3) certified copies of the Writ of Replevin
- The Break and Enter Order
 - This language can be included in the Writ of Replevin or in the form of a separate Order
 - The Order must have a judge's signature
- A \$250.00 check or money order made payable to the Thurston County Sheriff's Office
- A detailed Letter of Instruction
 - For specific details, visit the Thurston County Sheriff's website at <https://www.co.thurston.wa.us/sheriff/> and go to the Support Services-Civil Section
- A Sheriff's Indemnity Bond
 - The bond will need to be issued to John Snaza, Sheriff of Thurston County
 - The bond must be twice the value of the property to be seized or a minimum of \$5,000.00 (whichever is greater)

- The bond must include signatures of both the bonding company and the plaintiff or their designee

Thurston County Sheriff's Office Requirements- Writ of Attachment, if requested:

Provide the following to complete the request:

- The Original and three (3) certified copies of the Writ of Attachment
- A copy of the Bond on Attachment or Order Waiving Bond (that was filed with the court)
- The Break and Enter Order
 - This language can be included in the Writ of Attachment or in the form of a separate Order
 - The Order must have a judge's signature
- A \$300.00 check or money order made payable to the Thurston County Sheriff's Office
- A detailed Letter of Instruction
 - For specific details, visit the Thurston County Sheriff's website at <https://www.co.thurston.wa.us/sheriff/> and go to the Support Services-Civil Section
- A Sheriff's Indemnity Bond
 - The bond will need to be issued to John Snaza, Sheriff of Thurston County
 - The bond must be twice the value of the property to be seized or a minimum of \$5,000.00 (whichever is greater)
 - The bond must include signatures of both the bonding company and the plaintiff or their designee

Writ of Habeas Corpus

Clerk's Office Requirements

Provide the following:

- A signed Writ with an original signature plus four (4) copies
 - The original and three (3) certified copies will go to the Sheriff's Office
 - One (1) copy is for our records
- A \$20.00 check payable to the Thurston County Clerk
- Self-address pre-stamped envelope

Thurston County Sheriff's Office Requirements

Provide the following directly to the Sheriff's Office; the Clerk's Office cannot forward these documents:

- The Original and three (3) copies of the Writ of Habeas Corpus
- A \$250.00 check or money order made payable to the Thurston County Sheriff's Office
- A Petition for the Writ
- An Order to Issue Writ of Habeas Corpus

- A Warrant in Aid of Writ of Habeas Corpus
- Completion of the Sheriff's Office Missing Child Information Questionnaire available at the Sheriff's Office front counter
 - The questionnaire is to assist in the investigation and recovery of the child
- Photograph(s)- if available