



Writ of Attachment on Personal Property Intake Sheet

_____ **Writ of Attachment**

- Original and copy for each defendant
- Order to break and enter (tangible property)

_____ **Certified Copy of the order**

- Stating that it is a Pre-judgment Writ

_____ **Copy of the Bond on Attachment or Order Waiving Bond**

- That was filed with the court

_____ **Letter of Instruction to include:**

- Description & location of property to be seized
- Name and address of defendant(s)
- Name of the contracted licensed and bonded towing and storage facility you wish to use. You, or your client, are responsible for accrued storage charges. We may require a copy of signed contract to ensure storage facility has your payment information on file, prior to service of the writ. Value of the property to be seized

_____ **Bond of Indemnity to the Sheriff**

- Twice the value of the property to be levied upon
(Minimum bond is \$5,000.00)

_____ **Sheriff's Notice Regarding Storage**

_____ **Sheriff's Fee**

- **\$144.00** + mileage to the location of the property and
\$6.00 for each certified mailing to judgment debtor(s)