



KING COUNTY SHERIFF'S OFFICE  
516 Third Avenue, W-116  
Seattle, WA 98104-2312  
Tel: 206-296-4155 • Fax: 206-296-0168

### NOTICE TO PLAINTIFFS AND THEIR ATTORNEYS

You are asking the County Sheriff to levy on the property of another to at least partially satisfy a judgment. You need the original Writ issued by the Clerk, and a copy for each judgment debtor. We also need a detailed letter of instruction describing the property you want the Sheriff to levy, where it is located, and the names of the licensed and bonded towing and storage facility you wish to use.

You need a bond of indemnity to the Sheriff for twice the value of the property upon which you want us to levy and you must tender the Sheriff's fees in advance. You, or your client, are responsible for storage costs. Prior to levy, we may request to see a signed contract between the storage facility and you (or your client) to confirm that the storage company has your billing information on file. Should the sale be postponed, either by court order, bankruptcy, or some other reason, storage charges will accrue, and remain your responsibility. If a sale is delayed, you must notify the Sheriff as soon as the reason for the delay no longer exists, in order to protect yourself from the continued accrual of storage charges.

Patricia Cole-Tindall  
King County Sheriff

I have read and understand the above and instruct the King County Sheriff to proceed on this basis.

\_\_\_\_\_  
( ) Plaintiff or ( ) Attorney  
If attorney, I certify that I am authorized by my client to incur the above charges on his/her behalf.

Distribution:  
Signed original: KCSO  
Information copy: Individual signer