

King County Sheriff's Office
Writs of Restitution
Form D-140. Updated 2-20-2024

Extension language shall be included in the writ of restitution, allowing the Sheriff additional time to serve and enforce the writ. Suggested extension language for residential, landlord/tenant: “...*And make return of said writ according to law, provided that if return is not possible within twenty (20) days, the return on this Writ shall be automatically extended for an additional seventy (70) day period.*” This language must be contained in your order for the writ as well as in the writ.

How do I present the Writ of Restitution?

All King County Writs of Restitution should be presented to the King County Sheriff Civil Process Unit.

Location: King County Courthouse (516 3rd Ave in Seattle), Room W-150,
Hours: 10:00 AM to 2:00 PM, Monday through Friday (excluding holidays).

1. The party or attorney presenting the Writ must have their name, address and telephone number imprinted at the bottom of all copies.
2. The original Writ (signed by the Court Clerk) and a copy for each named party residing at the address,
3. Completed Eviction Data form
4. Completed Request for Storage of Personal Property form, *if applicable*
5. Appropriate fees, (cash, check or money order) must be presented to the Sheriff's Office.

If Writ is issued under an RCW statute other than 59.18, Landlord/Tenant, a Bond of Indemnity to the Sheriff is also required before the Writ can be served.

Eviction Data Form.

- The data form must be completed by the person with first-hand knowledge of the property and the occupants (i.e., on-site property manager or landlord), not the attorney.
- Informs the eviction detective of potentially hazardous persons or conditions that may exist at the time of the eviction.

Request for Storage of Personal Property form

- As provided in RCW 59.18.312, should accompany each copy of the writ.

Additional Requirements for service

- The common address on the Writ must correspond to the physical address of the premises where the eviction is to take place.
- Visible address on the premises and all apartments or units need to be clearly marked or the Writ will not be served.
- If the premises is secured, the Civil Process Unit will require a key, keycard, or code prior to the service of the Writ.

How do I schedule the physical eviction?

1. The defendant(s) and/or other occupant(s) have three judicial days, from the date of service, to leave on their own. *These three days do not include the day the eviction notice was served or holidays and weekends.*
2. Immediately notify our office if the court, law office, or any other representative has negotiated a date other than the date assigned by the Sheriff's Office Civil Unit, for the defendant(s)/occupant(s) to vacate the premises,
 - e-mail at civil.KCSO@kingcounty.gov
 - hand delivering the document to our office
 - Location: King County Courthouse (516 3rd Ave in Seattle), Room W-150
 - 10:00 AM to 2:00 PM, Monday through Friday (excluding holidays).

What do I do after proper time has passed?

1. After the effective date stamped on the writ, the landlord or their representative shall conduct an occupancy check of the property to determine whether the tenant(s) have complied with the court order and moved themselves and their belongings from the location, or 'vacated the premises.'
 - If the landlord or their representative has reason to believe the tenant(s)/occupant(s) are dangerous or hostile in any way, the Sheriff's Office requests that this step not be taken and that the detective be notified immediately.

2. Immediately notify our office upon learning the tenant(s)/occupant(s) have vacated the premises with their property of value, or when a settlement has been reached.
3. If the tenant(s) and/or occupant(s) have not vacated or settled, it is the responsibility of the landlord or their representative to call the detective to schedule the physical eviction. These evictions are scheduled on a first call, first scheduled basis, with consideration given to potential life and safety issues.

What will happen on the scheduled eviction date?

Due to safety concerns, tenants are not to be told of the date and time the eviction is scheduled. If the eviction detective has reason to believe this information has been given out, They may reschedule the eviction date.

The detective will be present to grant the authority for the eviction by court order, to remove tenant(s) and/or occupant(s), The detective will be present until possession is restored to the landlord or their representative and acknowledge this transfer of possession with a signature.

The landlord or their representative shall provide a key to enter the premises. The detective will determine if a locksmith will be used to enter the premises safely.

It will be the responsibility of the landlord or their representative to provide sufficient personnel and materials to expeditiously remove the tenants' and/or occupants' property from the eviction location. This includes equipment necessary to move and transport the tenants' property. Such as large, heavy-duty trash bags, cardboard boxes, gloves and any other protective gear deemed appropriate by the landlord or their representative.

Due to time constraints, if the landlord or their representative is unprepared to complete the eviction the eviction detective will reschedule the eviction for a later date. Until further notice, the Sheriff's Office will not be able to supervise the removal of tenants and their possessions.

What happens to the tenants' property once it is placed onto the public right of way?

The following items shall not be placed on the right-of-way:

- Powders, liquids, or pastes of any kind
- Explosives or ammunition
- Weapons of any kind
- Medications of any kind
- Illicit drugs or associated paraphernalia
- Food items of any type
- Alcoholic beverages
- Large sheets of glass
- Pornography
- Any other items deemed to be potentially hazardous to the public

Items included in this list which are legal to possess, may be turned over to the appropriate tenant(s) if the item(s) can be immediately secured within a vehicle or by other means.

Items illegal and/or hazardous to possess shall be left where they are found, and the eviction detective shall be notified immediately.

The King County Sheriff's Office's policy requires that the tenants' property may only remain on the public right-of-way for up to twenty-four (24) hours from the time of the eviction.

- If the tenants have not removed their property in that 24-hour period, it becomes the responsibility of the landlord or their representative to remove and dispose of the property.
- Failure of the landlord or their representative to remove the tenants' property may result in fines/fees levied by the local jurisdiction.
- If the tenants are present at the time of the physical eviction, they are advised that they have the 24-hour period to remove their property and that they are the only party responsible for safeguarding their property from theft, weather, or damage once it is on the right-of-way.

Who can I call for more information?

For additional assistance related to eviction policy and procedures, please call 206-263-2600 and ask for the eviction desk.