

King County Sheriff's Office

Writs of Restitution

Form D-140 | Updated 09/29/2025

Overview

This form outlines the King County Sheriff's Office procedures for Writs of Restitution.

Due to population growth and increased travel times throughout King County, our eviction workload has risen significantly. To ensure efficiency, safety, and consistency for both detectives and your office, it is essential that the following procedures are followed.

We ask that your office share this form with your clients, or direct them to the King County Sheriff's Office website, under **Services** → **Evictions** for access to this information.

Presenting the Writ of Restitution

- **Jurisdiction:** State law requires that all Writs of Restitution be executed by the Sheriff's Office in the county where the property is located. Writs cannot be directed to municipal police departments.
- **Where:** Present King County Writs of Restitution to the Civil Process Unit, Room W-150, King County Courthouse (516 3rd Ave in Seattle).
 - In-person hours: Tuesdays and Thursdays, 10:00 AM – 2:00 PM (excluding holidays).
 - Writs may also be submitted via mail.
- **Required documents:**
 - The original Writ, signed by the Court Clerk.
 - Writ must have attorney name, address and phone number printed at the bottom of all copies.
 - Writ must have a three inch margin at top of 1st page.
 - One copy of for each named party.
 - Applicable fees (check, cash, money order, debit/credit only accepted in-person).
 - If the Writ is issued under an RCW other than 59.18, the Landlord Tenant Act, a Bond of Indemnity must also be provided.
 - Extension language: Each Writ must include language extending the Sheriff's authority to act beyond 10 or 20 days.
 - Suggested residential landlord/tenant wording: "...And make return of said writ according to law, provided that if return is not possible within twenty (10) days, the return on this Writ shall be automatically extended for an additional (90) day period."
 - This language must be contained in both the court order and the Writ itself.

Additional Required Forms

- **Eviction Data Form:** Must be completed by the property manager or landlord with first-hand knowledge of the property and tenants, not by the attorney. This form helps us to schedule the eviction and identify potential safety concerns. It can be downloaded from the Sheriff's Office website.
- **Request for Storage of Personal Property letter (RCW 59.18.312):** A copy must accompany each Writ.

Posting and Effective Dates

- At the time of posting by the Sheriff's Office, the Writ will be stamped with the **effective date**; the before which the tenant(s) must vacate.
- This date is the **third judicial day** after service, excluding the day of service, weekends, and holidays.
- The detective's name and phone number is included on the stamp.
- The address provided in the Writ must match the physical location.
 - If the address or unit numbers are unclear, the Writ will be returned.
 - If access to a common entrance requires a key, keycard, or code, it must be provided prior to service.

Scheduling the Physical Eviction

- Tenants/occupants have **three judicial days** after service to vacate voluntarily.
- When ready, the detective will contact the property manager listed on the Eviction Data Form to schedule the physical eviction.
- If an alternative move-out date is negotiated, notify the Sheriff's Office immediately at **civil.kcso@kingcounty.gov**.

After the Effective Date

- Notify the Sheriff's Office immediately at **civil.kcso@kingcounty.gov** if:
 - The tenant(s) have vacated,
 - A settlement has been reached
 - A Stay has been ordered
- Failure to notify may result in additional charges for detective time and travel.

Eviction Day Procedures

- Do not inform tenants of the eviction date/time. If discovered, the eviction may be rescheduled.
- **Detective's Role:** The detective will:
 - Be present to grant legal authority for the eviction by court order.
 - Remove tenants/occupants
 - Transfer possession of the premises to the landlord or representative
 - Signature by landlord or representative will be required to acknowledge transfer of possession.
 - The Sheriff's Office cannot supervise property removal beyond ensuring possession is restored.
 - **Access:** A key should be provided if possible. The Sheriff will determine if a locksmith may be used to enter the premises safely. Use of a locksmith is solely at the Sheriff's discretion.
 - **Landlord's Responsibility:** Provide sufficient staff, equipment, and supplies to remove all property promptly. Examples include boxes, heavy-duty trash bags, gloves, and protective gear.
 - **Rescheduling:** If the landlord or their representative is unprepared to complete the eviction, the detective will reschedule for a later date.

Handling Tenant Property

- Tenant property placed in the **public right of way** may not include:
 - Powders, liquids, pastes
 - Explosives or ammunition
 - Medications, illicit drugs, or drug paraphernalia
 - Food or alcohol
 - Large glass sheets
 - Pornographic material
 - Any hazardous items
- Legal but restricted items may be immediately returned to tenants if secured safely. Illegal or hazardous items must remain in place and the detective, if on-site, shall be notified immediately. Otherwise, please contact the local law enforcement agency.
- Property may remain on the public right-of-way for **up to 24 hours**. After that, the landlord or their representative is responsible for removal and/or disposal. Local jurisdictions may impose fines if this is not done.
- Tenants present at eviction will be advised that they are solely responsible for safeguarding their property once placed outside.

Contact Information

For questions regarding eviction policies and procedures, contact the Civil Process Unit at civil.kcso@kingcounty.gov or 206-263-2600.