



Order Awarding Possession or Writ of Replevin
Intake Sheet

_____ **Writ of Replevin** (Original + 3 copies)

_____ **Bond of Replevin** (3 copies)

OR

_____ **Certified copy of the Order Awarding Possession and a copy of the bond to the defendant or Order Waiving Plaintiff's bond** (plus additional copies for each named defendant)

The Order Awarding Possession shall:

- State that a show cause hearing was held
- Describe the property and its location
- Direct the Sheriff to take possession of the property and put the plaintiff in possession as provided
- Direct the Sheriff to break and enter a building or enclosure to obtain possession of the property if it is concealed in the building or enclosure and
- Be signed by the judge or commissioner

_____ **Bond of Indemnity to the Sheriff**

- Twice the value of the property to be seized
- Minimum bond is \$5,000.00
- Must have two signatures (bonding company & attorney)

_____ **Letter of instruction to the Sheriff**, indicating:

- Address for service to defendant
- Name and phone numbers of contact persons who will handle the arrangements for picking up the property
- Details on licensed, bonded and insured towing, storage, or moving companies
- Description and location of the property to be levied upon and approximate value of property

_____ **Sheriff's fee**

\$157.00 + mileage