

Clark County Sheriff's Office
PERSONAL PROPERTY EXECUTION

-Four duplicate original writs.

-Copy of judgment.

-Original Sheriff's Indemnity Bond to Sheriff JOHN HORCH:

DO NOT PROVIDE BOND AHEAD OF TIME!

- The Sheriff's Office determines the final acceptable amount on the bond. We will contact you with appropriate bond amount. If available, you must provide information for the cost of the property involved. (For example, an average price of a vehicle listed on Kelly's Bluebook etc.)
- Bond will be at least double the value of the property being seized.
- The minimum bond amount will be \$10,000.00.
- **Plaintiff (owner or managing member-not plaintiff's representative or attorney unless limited power of attorney is provided)** and bonding company must sign the bond. **Bond must have ORIGINAL SIGNATURES (blue ink) and ORIGINAL "wet" SEAL from bonding company.**
- Bond caption must match the caption of the writ/order.
- The bond must have cause number and list the correct court order we are acting on.

Our office will not proceed if the provided bond does not meet the above-mentioned requirements. To avoid delays or having the entire case returned, please make sure to follow the instructions.

-Break and Enter Order:

Must be address specific to the location of execution.

Must be signed by the judge.

B&E language may be included in the Writ of Execution (**IF** the judge signed the writ).

-Letter of Instruction requirements:

- Description (detailed) and location of the property to be levied upon
- Value of the property to be levied upon
- Name and address of judgment debtor(s)
- Name, address, & phone number of attorney or party filing papers
- Interest rate.
- Keeper to hold the property (if previously agreed upon with the sheriff).

-Deposit on fees \$300.00 (subject to change- depending on what is being seized and type of storage required)

- Miscellaneous:

a) If the action is other than a routine personal property seizure and sale, contact the office to discuss the situation.

b) If the action involves seizing a large amount of property, or unknown property, contact the office to discuss the situation.

Specific documents, bond and information are necessary to successfully plan and execute on a personal property. Work on a case does not proceed unless all required documents, information and deposit are provided.