

CLERK OF THE COURT OF COMMON PLEAS
ASHTABULA COUNTY, OHIO

COURT ORDERED TITLE PACKET FOR A SINGLE MOTOR VEHICLE

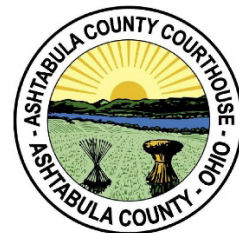
This guide for obtaining a court-ordered title has been compiled for purposes of example only. This document is intended to provide a summary, as we are not authorized to provide legal advice to petitioners.

This packet includes the following documents:

- Steps 1 through 9 of the court order process (Ohio Revised Code §45005.10)
- Ashtabula County Title Department Lien Record Request Form
- Ohio State Highway Patrol Inspection Request Form
- Petition for Court Order Directing the Clerk of Courts to Issue Certificate of Title for a Motor Vehicle and Affidavit in Support of Petition for Court Order Directing the Clerk of this Court to Issue Certificate of title for a Motor Vehicle (Ohio Revised Code §4505.10)
- Judgment Entry Granting Petition for Court Order Directing the Clerk of this Court to Issue a Certificate of Title for the Motor Vehicle Described Herein (Ohio Revised Code §4505.10)

PLEASE RECOGNIZE THAT THE USE OF THESE FORMS DOES NOT PROVIDE ASSURANCE THAT A COURT ORDER DIRECTING ISSUANCE OF A MOTOR VEHICLE CERTIFICATE OF TITLE WILL BE GRANTED. THE DECISION RESTS WITH THE COURT AND IS BASED UPON THE SUFFICIENCY OF THE EVIDENCE YOU PRESENT TO ESTABLISH YOUR CLAIM THAT YOU ARE ENTITLED TO POSSESSION AND OWNERSHIP OF THE SUBJECT MOTOR VEHICLE.

CLERK OF COURTS
ASHTABULA COUNTY COMMON PLEAS



Legal
Phone: (440) 576-3637
Fax: (440) 576-2819

25 West Jefferson Street
Jefferson, Ohio 44047

Auto Title
Phone: (440) 576-3640
Fax: (440) 576-2359

Ohio State Highway Patrol Inspection Request Form

To: The Ohio State Highway Patrol Inspection Station

From: Ashtabula County Clerk of Courts

Date: _____

Customer: _____

VIN: _____

The above-named customer has requested a certificate of title through the State of Ohio. The customer does not have proper documentation or evidence for us to issue a title. Therefore, this customer must apply to the Ashtabula County Court of Common Pleas for a court order to obtain a vehicle title.

You are hereby requested to complete a physical inspection of the subject vehicle upon presentation of the receipt/proof of payment of the inspection fee.

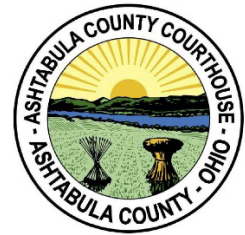
If you have any questions, please contact the Ashtabula County title Department at (44) 576-3640

_____ Deputy Clerk printed name

_____ Deputy Clerk signature



**APRIL DANIELS
CLERK OF COURTS
ASHTABULA COUNTY COMMON PLEAS**



Legal
Phone: (440) 576-3637
Fax: (440) 576-2819

25 West Jefferson Street
Jefferson, Ohio 44047
ATDaniels@AshtabulaCounty.us

Auto Title
Phone: (440) 576-3640
Fax: (440) 576-2359

The Ashtabula County Clerk of Courts Auto Title Division Lien Record Request:

MAKE: _____ **MODEL:** _____ **YEAR:** _____

VIN: _____

REQUESTOR'S NAME: _____

REQUESTOR'S ADDRESS: _____

By signing below, I agree that the above information is correct

REQUESTOR'S SIGNATURE: _____

OFFICE USE ONLY

Ohio Record found with active lien(s) as of _____

Ohio Record found with NO active liens as of _____

NO Ohio Record found as of _____

Witness my hand and Seal of said Court

This _____ day of _____, _____

April Daniels

Ashtabula County Clerk of Courts

BY _____

Deputy Clerk

Step One: Lien Holder Record Search/OSHP Inspection Request

WHERE TO GO: Ashtabula County Clerk of Courts Title Office
2 West Walnut Street Jefferson, OH 44047

- Complete the Lien Record Request form and return it to the Ashtabula County Title Department to inquire about and obtain any applicable lien holder information for the vehicle being petitioned
- Obtain a completed Ohio State Highway Patrol Inspection Request form
- **FEE:** a \$5.00 record search fee will apply for each title record search
- Please make checks payable to: *Ashtabula County Clerk of Courts*
- Retain Lien Holder Record Request results from the Clerk of Courts Title office to file with your petition as a necessary exhibit
- Retain completed Ohio State Highway Patrol Inspection Request form for Step 5

Step Two: Vehicle Owner Record Search

WHERE TO GO: BMV Deputy Registrar's Office

Visit www.bmv.ohio.gov for a list of locations or call (614) 752 – 7671

- Complete the BMV Record Request Form online at: www.BMVOnline.dps.ohio.gov
- Click on **More Services**
- Click on **BMV Record Request**
- Check the **Terms and Conditions**, **captcha** and **continue**
- Fill out the **Requester** info; How you would like the results delivered to you and whose record are you requesting fields. A pop-up box will appear if email was chosen. Please click that you agree.
- Record type will appear and you must check the type of **Certified Ohio BMV Record** that you are requesting or **Vehicle Registration/Title Records option**
- Next fill out the **Identifier** section and **continue**
- Next choose the **Reason** that you are requesting records
- **Review** the information that you selected, **add to cart, check out, Review order and payment.**

- The BMV will email or mail a BMV 2433 form to you containing the results of the record search
- Please allow at least 15 business days for processing
- **FEE:** a \$5.00 record search fee will apply for each title record search
- Retain BMV 2433 form to file with your petition as a necessary exhibit

Step Three: Certified Mail Notifications

WHERE TO GO:

United State Postal Office

Visit www.usps.gov for information about the U.S. Postal Office

- Mail a Certified letter to the vehicle owner(s) and lien holder(s) using the information provided by the BMV and Clerk of Courts title office notifying them of your intention to petition the Court for a certificate of title
- Please allow 15 days from the date of mailing for appropriate parties to respond back to you.
- Retain copies of:
 - the letters mailed
 - the returned certified mail receipts
 - and any responses to file with your petition as a necessary exhibit

Step Four: Obtain Ohio State Highway Patrol Vehicle Inspection Receipt

WHERE TO GO:

License Bureau

Visit www.bmv.ohio.gov for a list of BMV locations or call (614) 752 – 7671

- Visit any Ashtabula County License Bureau office to purchase an Ohio State Highway Patrol Vehicle/Salvage Inspection Receipt
- **FEE:** \$55.00

***** The Vehicle Inspection Receipt is also referred to as the Salvage Inspection Receipt and is required for ALL vehicles*****

Step Five: Schedule your OSHP Salvage Inspection

WHERE TO GO:

Ohio State Highway Patrol

3424 Parkman Road Southington, OH 44470

(844) 610 – 0010

- To schedule your Salvage Inspection appointment, visit www.statepatrol.ohio.gov
- Retain the OSHP 106 Form you are provided to submit with your petition as a necessary exhibit

***** The vehicle inspection is also referred to as a Salvage Inspection/Court Order Inspection and is required for ALL vehicles*****

Step Six: File your Petition/Affidavit and Judgment Entry with the Ashtabula County Court of Common Pleas

WHERE TO GO:

Ashtabula County Clerk of Courts Legal Department

25 West Jefferson Street Jefferson, OH 44047

- **FEE:** Filing fee of \$30.00 (After approval or denial, court costs will be figured and applied from the deposit money and any overage will be returned to you)
- A miscellaneous civil case will be opened when you submit an original and two copies of the following:
 - a notarized petition/affidavit (included in packet)
 - unsigned Judgment Entry (included in packet)
 - Completed Ashtabula Clerk of Courts Title Dept Lien Record Request Form (from Step 1)
 - Completed BMV 2433 Form (from Step 2)

-Completed OSHP 106 Form (from Step 5)

-copies of any Certified mail notifications and receipts

-All relevant documentation (i.e., proof of attempt to contact owner of record, copies of past insurance and/or motor vehicle registration, copies of checks or receipts to show payment made for motor vehicle, and any other documents to support ownership) needs to be attached to the petition/affidavit at the time of filing.

Step Seven: Appear before a Common Pleas Court Judge

WHERE TO GO:

Common Pleas Court

25 West Jefferson Street Jefferson, OH 44047

- After you file the petition and supporting evidence an oral hearing will be set for the judge to consider your documents. If your petition is granted, the Judge will sign the Judgment Entry and direct you to the Clerk of Courts Legal Department

Step Eight: File your Judgment Entry in the Clerk of Courts office

WHERE TO GO:

Clerk of Courts Legal Department

25 West Jefferson Street Jefferson, OH 44047

- Once filed, you will be given a certified copy of the Judgment Entry to present to the title office for your certificate of title

Step Nine: Return to Clerk of Courts Title office to make an application for certificate of title

WHERE TO GO:

Ashtabula County Clerk of Courts Title Office

2 West Walnut Street Jefferson, OH 44047

- Bring certified copy of the Judgment Entry and a valid photo identification card to the Title office to apply for a certificate of title
- **FEE**: Title fees and applicable sales tax apply