



DEBORAH A. MYERS
Ashland County Clerk of Courts

Ashland County Courthouse
142. W. Second Street • Ashland, Ohio 44805

COURT-ORDERED TITLE INSTRUCTIONS AND FORMS PACKET

If the evidence of ownership of a motor vehicle, outboard motor, or watercraft is insufficient for the issuance of a Certificate of Title to the current owner by the Ashland County Clerk of Courts, the current owner may petition the Ashland County Court of Common Pleas for a court-ordered Title pursuant to the Ohio Revised Code Section 4504.10.

You must be an Ashland County resident or business to use this procedure in Ashland County Common Pleas Court. If your vehicle is self-assembled, rebuilt, does not have a VIN, has more than one VIN, or the VINs on the vehicle and Title are mismatched, you cannot use this procedure to obtain a Certificate of Title. If your watercraft does not have a 12-digit HIN, or the HIN on the boat or motor does not match the HIN listed on the Title, you cannot use this procedure to obtain a Title.

It is strongly recommended that you consult with or hire a licensed attorney before proceeding.

STEP 1.

If you have not done so already, make your written request for a Title to the last-recorded owner and active lienholder of the vehicle or watercraft. Send your request via trackable means, such as US Certified mail, return receipt requested, and make sure you provide your full contact information in the letter, including a telephone number and e-mail address. Keep a copy of your demand letter and any return receipt cards (commonly known as the "green card") or electronic receipts, as well as any returned envelopes from failed, refused, or unclaimed mail.

If you don't have the name or address of the last-recorded owner and/or active lienholder, please visit the Clerk of Courts Title Division. A deputy clerk will assist you in obtaining this information via a records search providing the vehicle was previously titled in Ohio.

STEP 2.

Complete a *TITLE DIVISION RECORD SUFFICIENCY FORM* which can be found on the Clerk's website: www.ashlandcounty.org/clerkofcourts and is also available in the Title Division. A deputy clerk will complete and sign Section 2 and return the original to you. You will need this form when you file your case with the Ashland County Clerk of Courts Legal Division.

STEP 3.

You will need to complete a Petition for Court Title along with a Case Designation Sheet and a Request for Service. Attach the original *Title Division Record Sufficiency Form*, copies of all of your documentation showing the efforts you made to contact the last-recorded owner and active lienholder for a Title, and copies of all additional paperwork you have to support your claim of ownership to the motor vehicle, watercraft, or outboard motor, such as a notarized bill of sale, Manufacturers Certificate of Origin (MCO), and/or Certificate of Title. The deposit for filing a Petition for Court-Ordered Title is \$375.

Bring all of this information with you to the Clerk of Courts Legal Division, located on the top floor of the courthouse, 142 W. Second Street, Suite 11, Ashland. A deputy clerk will file your documents and give you a receipt for the required deposit of \$250. The deputy clerk will assign a case number and make a copy of your paperwork for your records.

STEP 4.

The Court may schedule a hearing on your Petition and email you a notice of the hearing. YOU MUST ATTEND THIS HEARING. This is your opportunity to explain to the Court why you are requesting a Certificate of Title.

The Judge or Magistrate will listen and may also have questions. Before the hearing concludes, the Judge or Magistrate will explain what will happen next. Pay careful attention and be prepared to complete any tasks, file additional documents, or attend any further hearings the Court requires.

STEP 5.

If the Court decides to grant your petition, you will receive a certified copy of the court order from the Clerk of Courts Legal Division. It is important that you read the order and follow its instructions so that you can obtain your title. If the Court denies or dismisses your petition, you will not be able to receive a court-ordered title.

Neither the Clerk of Courts nor Common Pleas Court can provide you with legal advice. It is your responsibility to present your case to the Court. Even if you are not an attorney and choose to represent yourself, you are charged with knowledge of the law, the Rules of Civil Procedure, and the Court's Local Rules.



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TITLE DIVISION RECORD SUFFICIENCY FORM

SECTION 1: TO BE COMPLETED BY PERSON REQUESTING RECORD. ASHLAND COUNTY RESIDENTS OR BUSINESSES ONLY. PRINT OR TYPE LEGIBLY.

A. All applicants must complete the contact information. Each field is required.

Applicant name:		
Street address:		
Company name (if applicable):		
City:	State: OHIO	Zip:
Email address:		Telephone:

B. I am in possession of the following:

motor vehicle trailer weighing 4,001 pounds or more
 watercraft less than 14' in length/outboard motor 10 HP and greater, as described below:

YEAR (if known):	MAKE:
MODEL (if known):	
VIN/HIN/MIN/SERIAL #:	
ODOMETER READING (if applicable):	<input type="checkbox"/> Actual mileage <input type="checkbox"/> Non-actual/unknown
<input type="checkbox"/> VIN Verification is attached.	

C. If you do have a Title, please provide all of the following information. Otherwise skip to Section E.

State of issuance:	County of issuance:
Title #:	
Has ownership of the vehicle/watercraft been assigned to you on this title? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Seller/Transferor name on front of title:	
Seller/transferor street address:	
Seller/transferor city, state, zip:	
Is there an active lien on this title?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lienholder name:	

D. I did not receive a Title, or the Title I received was lost/stolen/destroyed. I have requested/am requesting a Vehicle Title Record for use in connection with a civil, criminal, administrative, or arbitral proceedings in a court or agency of this state. I have completed and attached a copy of one of the following:

BMV Records Request Form 1173 (available at bmv.ohio.gov)
 Clerk of Courts Vehicle Title Record Request Form 1174
 Watercraft Records Search Request Form DNR 8513

If you previously requested a vehicle/watercraft title record, attach proof of your demand for Title that you delivered to the last record owner and active lienholder, if applicable, including copies of your certified mail return receipt card or returned envelopes.

E. All applicants must sign and date:

I certify that I am in possession of this vehicle as a result of towing it from: MVA arrest by law enforcement

Other, explain: _____

Applicant Signature:

Date:

F. All applicants must sign and date:

I certify that all information contained on this form and any attachments are true and accurate to the best of my knowledge and belief. I request that the Clerk of Courts Title Division determine if the evidence I have presented is sufficient to establish ownership such as an Ohio Certificate of Title be issued to me for the subject vehicle or watercraft.

Applicant Signature:

Date:

Section 2: TO BE COMPLETED BY DEPUTY CLERK IN TITLE DIVISION. PRINT OR TYPE LEGIBLY.

On this date, I have reviewed the information and evidence presented by the applicant, conducted a statewide title record search in ATPS and have determined the following:

No Ohio record found. (Explain the need for a VIN inspection or provide inspection.)
 Ohio Title record found. (Complete all applicable fields below.)

Title #:

Date vehicle/watercraft was titled:

Is this a branded title? Yes No Branding type:

Last recorded owner name:

Owner address:

Owner city, state, zip:

Active lien on title? Yes No If yes, provide lienholder information.)

Active lienholder name:

Lienholder address:

Lienholder city, state, zip:

Other notes:

The information and evidence presented by the applicant is insufficient for the administrative issuance of a Certificate of Title by the Ashland County Clerk of Courts Title Division for the following reason(s): _____

The applicant has been provided a copy of the Ashland County Clerk of Courts Court-Ordered Title Instructions and Forms Packet and has completed the out-of-state vehicle inspection form (BMV4334), if applicable.

Printed Name:

Date:

Signature of Deputy Clerk:

Original to applicant

Copy to Title Records

IN THE COURT OF COMMON PLEAS
ASHLAND COUNTY, OHIO
DEBORAH A. MYERS, CLERK OF COURT

IN THE MATTER OF:
CERTIFICATE OF TITLE FOR:

CASE NO. _____
JUDGE DAVID R. STIMPERT
PETITION FOR COURT-ORDERED
TITLE UNDER R.C. 4504.10

PRINT OR TYPE YOUR NAME HERE

Petitioner's Name as it appears on petitioner's driver's license:

Address: _____

Telephone: _____

Email: _____

AFFIDAVIT

STATE OF OHIO:

SS

ASHLAND COUNTY:

I, _____, being duly sworn according to law and appearing on my own behalf, make the following statement:

I respectfully petition this Court for an order directing the Ashland County Clerk of Courts to issue a certificate of title in my name to the motor vehicle, watercraft, or outboard motor more fully described below.

I am the true and lawful owner of the _____
Year _____ Manufacturer or make and Model or Description
_____ that is the subject of this petition, but have been
VIN/HIN/Serial Number _____

unable to obtain a certificate of title in my name for the following reason(s). Attach additional sheets if necessary.

I acquired the vehicle, watercraft, or outboard motor on or about _____ in the

Date

in the following manner. Attach additional sheets if necessary.

I affirm a sheriff, chief of a law enforcement agency, or state highway patrol trooper, natural resources officer, or wildlife officer, as applicable, has determined that the vehicle or items in the vehicle are not necessary to a criminal investigation.

In support of this petition, I have attached the following documentation providing evidence of my ownership and compliance with Ohio Revised Code Section 4504.10(A).

Check ALL that apply and include single-sided copies with this petition.

- Copy of bill of sale/receipt/MCO
- Copy of Title Division Record Sufficiency Form
- Copy of proof of demand for title, certified mail return receipt card, or returned envelope
- Copy of prior certificate of title
- Photos or pencil tracing of VIN, HIN, Serial Number and odometer reading, reproduced on 8.5" x 11: paper
- Copy of cancelled check or credit card statement documenting my purchase
- Copy of BMV Form 1173/1174 or DNR 8513 and results of records request
- Copy of out-of-state inspection form
- Copy of OSHP inspection/ HP106
- Copy of BMV inspection slip
- Copy of correspondence with previous owner/lienholder
- Vehicle is valued at less than \$3,500
- Other documentation not listed here: _____

I certify that the information I have presented is true and accurate to the best of my knowledge. I understand that providing false or misleading information to the Court may result in dismissal of my petition, a finding of Contempt by this Court against me, or may subject me to criminal penalties. I further understand that the Court is not obligated to grant my petition.

Signature

Full name, printed

Sworn to and subscribed before me personally came _____
on this ____ day of _____, 20____.

My commission expires:

Notary name

REQUEST FOR SERVICE

I hereby request that the Clerk of Courts serve a copy of this Petition on the following party and address:

Please serve using the following method:

- Certified mail, return receipt requested
- Personal service by the Ashland County Sheriff
- Other (please describe):

Signature: _____

Typed/Printed Name: _____