

**MAUREEN G. KELLY  
LAKE COUNTY CLERK OF COURTS**

[maureen.kelly@lakecountyohio.gov](mailto:maureen.kelly@lakecountyohio.gov)

[www.lakecountyohio.gov/coc](http://www.lakecountyohio.gov/coc)  
25 North Park Place  
Painesville, Ohio 44077-3416  
440-350-2657



**LAKE COUNTY OHIO  
Packet of Information for  
RESIDENTS OF THE COUNTY  
Seeking a  
COURT ORDERED TITLE**

Enclosed you will find the following:

- Application Instructions
- Title Offices locations and hours of operation
- Bureau of Motor Vehicles locations
- Ohio State Highway Patrol locations
- OSHP Inspection Request
- Application for ORDER TO ISSUE CERTIFICATE OF TITLE
- ORDER TO ISSUE CERTIFICATE OF TITLE

January 2015/mgk

**MAUREEN G. KELLY**  
**LAKE COUNTY CLERK OF COURTS**

[maureen.kelly@lakecountyohio.gov](mailto:maureen.kelly@lakecountyohio.gov)

[www.lakecountyohio.gov/coc](http://www.lakecountyohio.gov/coc)  
25 North Park Place  
Painesville, Ohio 44077-3416  
440-350-2055



## **APPLICATION INSTRUCTIONS FOR A COURT ORDERED MOTOR VEHICLE CERTIFICATE OF TITLE**

**This form is to be used only if the applicant is a resident of Lake County.**

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

Requesting the Court to order the issuance of a certificate of title is an available remedy if any of the following limited circumstances exist:

- **Lost or stolen title:** The Certificate of Title is lost or stolen and a duplicate is no longer available from the Lake County Title Bureau. The required application/affidavit and orders must be filed by the party requesting the duplicate title. Contact must have been made with the Ohio Bureau of Motor Vehicles and a statement included that the title could not be obtained through the BMV
- **Incomplete sale:** There is proof of the transaction and the previous owner of record has not provided the certificate of title. Documentation must be submitted showing that there has been the effort made, by certified mail, to contact the prior owner requesting a title be provided.
- **Repair garage or place of storage:** Only when the value of the vehicle exceeds \$2,500.00, after storage and repair costs, can the court consider an order. If the value if the vehicle is less than \$2,500.00, the owner of the repair garage or place of storage may obtain a title through a separate process. Please request this information for an Unclaimed Affidavit.

Located in this packet are all the necessary forms to apply to the court for a COURT ORDERED TITLE. Please note there are two divisions within the Office of the Clerk of Courts and this process causes you to interact with both the Title and Legal Divisions. In addition, this process will cause you to interact with the Bureau of Motor Vehicles and the Ohio State Highway Patrol.

**Incomplete/inaccurate paperwork may cause your case to be dismissed.**

The process is as follows:

- Present all documents and evidence to a **Lake County Title Office**. If the evidence is sufficient, the Title Office will issue a Certificate of Title. If the evidence is insufficient you will be given a “court ordered title packet”.
- A deputy clerk will sign the order for the **Ohio State Highway Patrol** to inspect the vehicle.
- Customer will take this order to any office of the **Bureau of Motor Vehicle** to pay for and obtain a salvage inspection receipt. Cost for the inspection is \$53.50. A list of Lake County BMV offices is included for your convenience.
- An appointment will be required for the OSHP inspection and the receipt allows the customer to drive the vehicle to/from the Inspection Station without a license plate. A list of the OSHP Inspection Stations is included in the packet. (None is located in Lake County.)
- Prepare the enclosed APPLICATION FOR ORDER TO ISSUE CERTIFICATE OF TITLE. **This form is an affidavit and requires the signature of a notary public.**
- Take the completed APPLICATION, the INSPECTION RESULTS the JOURNAL ENTRY (top portion completed) and your evidence to the **Office of the Clerk of Courts** (Courthouse Annex) located at 25 Park Place, Painesville, OH 44077 between the hours of 8:00a.m. – 4:30p.m.
- **You must complete this step within 60 days.**
- A non-refundable processing fee of \$50.00 will be collected to open your case.
- If the ORDER TO ISSUE A CERTIFICATE OF TITLE is signed by the Judge, you will be mailed a certified copy. This copy will be issued at no additional cost.
- Take the certified copy of the order to any **Lake County Clerk of Courts TITLE DIVISION**.
- You will be responsible for the cost of sales tax and fees associated with the certificate of title transaction.
- Congratulations!

**LAKE COUNTY TITLE OFFICES**  
**Under the direction of the Lake County Clerk of Courts**

**TITLE OFFICE EAST**

2736 North Ridge Rd.  
Perry, OH 44077  
440.350.2579

Monday-Friday  
Tuesday  
Saturday

**TITLE OFFICE WEST**

30188 Euclid Ave.  
Wickliffe, OH 44092  
440.918.3425

8:00am-4:30pm  
8:00am-6:00pm  
8:00am-12:00pm

**TITLE OFFICE CENTRAL**

Opening in Spring 2015  
8804 Mentor Ave.  
Mentor, OH 44060

**BUREAU OF MOTOR VEHICLES LOCATED IN LAKE COUNTY**

**Independent Franchises**

**Under the director of the Department of Public Safety**

**Registrar, Donald Petit**

"

#4305	2736 N. Ridge Rd. Unit #7	Perry, OH 44077	440.354.4130
#4334	8830 Mentor Ave.	Mentor, OH 44060	440.974.9000
#4328	31728 Vine St.	Willowick, OH 44095	440.943.5545
#4327	30170 Euclid Ave.	Wickliffe, OH 44092	440.943.6518

Ohio BMV Public Line - 614-752-7671

**OHIO STATE HIGHWAY PATROL INSPECTION STATIONS**

**Under the direction of the Department of Public Safety**

**Director, John Born**

<b>DISTRICT &amp; CITY</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
District 1- Findlay	8210 County Rd. 140 – Suite D	419.423.2957
District 2- Bucyrus	1653 Marion Rd.	419.563.0272
District 3- Seville	8730 Lake Rd.	330.769.5089
District 4- Southington	3424 US RT. 422	330.898.2894
District 5- Troy	1275 Experiment Farm Rd.	937.335.6412
District 6 – Columbus	1583 Alum Creek Dr.	614.644.1667
District 7 – New Concord	95 Wildflower Dr.	740.826.1030
District 8 – Westchester	9971 Cincinnati-Dayton Rd.	513.777.5547
District 9 – Jackson	25 McCarty Lane	740.286.3457
District 10 – Brook Park	5225 West 140 <sup>th</sup> St.	216.265.1677

Revised January 15, 2015/mgk

**MAUREEN G. KELLY  
LAKE COUNTY CLERK OF COURTS**

[maureen.kelly@lakecountyohio.gov](mailto:maureen.kelly@lakecountyohio.gov)

[www.lakecountyohio.gov/coc](http://www.lakecountyohio.gov/coc)  
25 North Park Place  
Painesville, Ohio 44077-3416  
440-350-2657



**OSHP INSPECTION REQUEST**

To: The Ohio State Highway Patrol  
District Inspection Station

From: *Maureen G. Kelly, Lake 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 the proper documentation or evidence for us to issue a title. Therefore, we have recommended that this customer apply to the Lake County Common Pleas Court 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 questions, please contact the Title office selected below.

\_\_\_\_\_ (deputy clerk printed name)

\_\_\_\_\_ (deputy clerk signature)

Title East  
2736 N. Ridge Rd.  
Perry, OH 44081

Title West  
30188 Euclid Ave.  
Wickliffe, OH 44092

Title Central (opening Spring 2015)  
8804 Mentor Ave.  
Mentor, OH 44060

440.350.2579

440.918.3443

Revised January 2015



**IN THE COURT OF COMMON PLEAS  
LAKE COUNTY OHIO**

**JOURNAL ENTRY**

Case Number: \_\_\_\_\_

RE: Certificate of Title for

MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

VIN \_\_\_\_\_

YEAR \_\_\_\_\_

**ORDER TO ISSUE  
CERTIFICATE OF TITLE**

Applicant's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

On this day, this matter came before the court to be heard ex parte upon the Affidavit and Application of above applicant for an order authorizing the issuance of a certificate of title for the vehicle described in the Affidavit.

The Court, being fully advised, finds that the Application is well taken and the certificate of title should be issued to above applicant as requested.

IT IS THEREFORE ORDERED that the Lake County Clerk of Courts issue a certificate of title for the vehicle described in the Affidavit and Application, and set forth above.

\_\_\_\_\_  
Judge's signature

\_\_\_\_\_  
Date