

FAITH ANDREWS

LAKE COUNTY CLERK OF COURTS

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/Hours of operation
- ☐ Ohio BMV Record Request form 1173
- ☐ Bureau of Motor Vehicles locations
- ☐ Ohio State Highway Patrol locations
- ☐ ODNR Watercraft Field Office locations
- ☐ OSHP Inspection Request
- ☐ Application for ORDER TO ISSUE CERTIFICATE OF TITLE
- ☐ ORDER TO ISSUE CERTIFICATE OF TITLE

August 2017

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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 or ODNR Watercraft Field Offices and a statement included that the title could not be obtained through BMV/ODNR.
- ☐ **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 \$3,500.00, after storage and repair costs, can the court consider an order. If the value of the vehicle is less than \$3,500.00, 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 Legal and Title, within the Office of the Clerk of Courts and this process causes you to interact with both of them. In addition, this process will cause you to interact with the Bureau of Motor Vehicles/Ohio Department of Natural Resources for record requests and the Ohio State Highway Patrol/Watercraft Field Offices for inspections.

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/Ohio Watercraft Field Office** to inspect the vehicle/watercraft.
- Customer will take this order to any office of the **Bureau of Motor Vehicles**, pay for and obtain a salvage inspection receipt. Cost for the inspection is \$53.50.
- Apply for an OBMV Record Request (BMV form 1173 included) from the Bureau of Motor Vehicles/Ohio Department of Natural Resources. Send certified mail to the current owner/registered owner and lien-holder and allow 15 days for a response. Certified mail receipts must be submitted with the court ordered packet.
- An appointment is required for the OSHP inspection/ODNR Field office inspections. For OSHP inspections, the customer is allowed to drive the vehicle to the Inspection Station without a license plate. For ODNR Inspections, the watercraft must be trailered. A list of the OSHP Inspection Stations/ONDR Watercraft Field offices are included in the packet. (None are 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 Legal Division**, (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.
- Take the certified copy of the order and supporting documentation to any **Lake County Clerk of Courts TITLE DIVISION**.

Please bring the following:

- Application for Order to Issue Certificate of Title
- Bill of Sale
- Order to Issue Certificate of Title (Court Order)
- You will be responsible for the cost of sales tax and fees associated with the certificate of title transaction.

LAKE COUNTY TITLE OFFICES

Under the direction of the Lake County Clerk of Courts

TITLE OFFICE CENTRAL
8804 Mentor Ave.
Mentor, OH 44060
(440) 350-2800

TITLE OFFICE WEST
30188 Euclid Ave.
Wickliffe, OH 44092
(440) 918-3443

Hours of Operation: Monday, Wednesday, Thursday & Friday 8:00am-4:30pm
Tuesday 8:00am-5:30pm Saturday 8:00am-12:00pm

Ohio State Highway Patrol Inspection locations

Bucyrus District

1653 Marion Road
Bucyrus, OH 44820
Phone: 419-563-0272

Jackson District

25 McCarty Lane
Jackson, OH 45640
Phone: 740-286-3457

Cambridge District

95 Wildflower Drive
New Concord, OH 43762
Phone: (740) 826-1030

Piqua District

1275 Experiment Farm Road, Suite D
Troy, OH 45373
Phone: 937-335-6412

Cleveland District

5225 W. 140th Street
Brook Park, OH 44142
Phone: 216-265-0882

Warren District

3424 Parkman Road
Southington, OH 44470
Phone: 330-898-2894

Columbus District

1583 Alum Creek Drive
Columbus, OH 43209
Phone: 614-644-1667

Wilmington District

9971 Cincinnati - Dayton Road
West Chester, OH 45069
Phone: 513-777-5547

Findlay District

8210 County Road 140, Suite D
Findlay, OH 45840
Phone: 419-423-2957

ODNR Watercraft Field Offices

Akron

(330) 644-2265

akron.watercraft@dnr.state.oh.us

Scott Stauffer, Supervisor

Wingfoot Lake State Park Office

993 Goodyear Park Boulevard

Mogadore, OH 44260

Open M-F 8:30am-12:30pm, 1-4:30pm

Alum Creek

(740) 548-5490

alumcreek.watercraft@dnr.state.oh.us

Jeff Baker, Supervisor

Alum Creek State Park

3305 S. Old State Road

Delaware, OH 43015

Open M-F 8am-5pm

Ashtabula

(440) 466-8400, Ext. 3

ashtabula.watercraft@dnr.state.oh.us

Chuck Stiver, Supervisor

Geneva State Park Office

4499 Padanarum Road

Geneva, OH 44041

Open M-F 8:30-4:30pm

Cambridge

(740) 439-4076

cambridge.watercraft@dnr.state.oh.us

Harry Moore, Acting Supervisor

Salt Fork State Park Office

14755 Cadiz Road

Lore City, Ohio 43755

Open M-F 8:30-11:30am, Noon-4:30pm

Cincinnati

(513) 734-2730

cincinnati.watercraft@dnr.state.oh.us

Lance Hopkins, Supervisor

East Fork State Park Office

3292 Ellick Road

Bethel, OH 45106

Open M-F 8am-4pm.

**Beginning Apr 1: Open Saturdays,
8:15am-12:15pm & 1-4pm.**

Cleveland

(216) 361-1212

cleveland.watercraft@dnr.state.oh.us

Chuck Stiver, Supervisor

Cleveland Field Office

1150 E. 49th Street

Cleveland, OH 44114 Open M-F 8:30am-
12:30pm, 1-4:30pm

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LAKE COUNTY CLERK OF COURTS

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25 North Park Place
Painesville, Ohio 44077-3416
440-350-2657



OSHP/ODNR INSPECTION REQUEST

☐ To: The Ohio State Highway Patrol
District Inspection Station

☐ To: The Ohio Dept. of Natural Resources
Watercraft Field Office

From: Faith Andrews, Lake County Clerk of Courts

Date: _____

Customer: _____

VIN/HIN: _____

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/watercraft title.

Please issue a VIN/HIN plate if none exists.

You are hereby requested to complete a physical inspection of the subject vehicle/watercraft 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 Central
8804 Mentor Ave.
Mentor, OH 44060

(440) 350-2800

☐ Title West
30188 Euclid Ave.
Wickliffe, OH 44092

(440) 918-3425



FAITH ANDREWS
CLERK OF COMMON PLEAS COURT
Lake County Courthouse West Annex, 25 North Park Place
Painesville OH 44077
440-350-2657

RE: Certificate of Title for

MAKE _____

MODEL _____

VIN/HIN _____

YEAR _____

STATE OF OHIO)
COUNTY OF LAKE)

Case Number: _____

APPLICATION FOR ORDER TO ISSUE

CERTIFICATE OF TITLE

Applicant's name: _____

Address _____

Telephone: _____

I, _____, being duly sworn, according to law, provide the following statements:
(Applicant's name)

How did you obtain the vehicle: _____

If you purchased the vehicle/watercraft, list date of transaction, seller and the purchase price.

Date of transaction: _____ Purchased from: _____ Purchase price: _____

ATTACH A COPY OF THE RECEIPT, CHECK OR OTHER PROOF OF TRANSACTION.

Did you obtain a record check by the Bureau of Motor Vehicles/Division of Watercraft?

_____ ATTACH COPY OF THE RESULTS

State why you do not have a title. _____

ATTACH A COPY OF THE CERTIFIED LETTER SENT TO THE PREVIOUS OWNER, WITH RETURN RECEIPT, ASKING FOR THE TITLE.

Did you request a title through the Bureau of Motor Vehicles/Division of Watercraft?

_____ ATTACH COPY OF LETTER FROM THE BUREAU OF MOTOR VEHICLES/DIVISION OF WATERCRAFT. *If applicable.*

I, make application to this court to issue an order directing the Lake County Clerk of Courts to issue a certificate of title for the described vehicle.

Applicant's signature

Sworn to and subscribed before me on

(Date)

(Notary Public, State of Ohio)



FAITH ANDREWS
CLERK OF COMMON PLEAS COURT
Lake County Courthouse West Annex, 25 North Park Place
Painesville OH 44077
440-350-2657

JOURNAL ENTRY

RE: Certificate of Title for

Case Number: _____

MAKE _____

ORDER TO ISSUE

MODEL _____

CERTIFICATE OF TITLE

VIN/HIN _____

YEAR _____

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/watercraft described herein.

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/watercraft described in the Affidavit and Application, and set forth above.

Judge's signature

Date