

Application instructions for a Court-ordered motor vehicle Certificate of Title (effective 1/9/2012)

This procedure is to be used to obtain a State of Ohio Certificate of Title in the following circumstances:

1. **Lost or stolen title:** The Certificate of Title is lost or stolen and a duplicate is no longer available from the Trumbull County Clerk of Courts Title Division. 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 must be included in the affidavit that the title could not be obtained through the BMV.
2. **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.

There is no guarantee that a Court Order will be granted.

Applicants, whose situations do qualify, will need to do the following.

Trumbull County Clerk of Courts procedure for the processing of vehicle title requests by Court Order

1. The instructions to apply for a motor vehicle certificate of title may be given to any interested individual. The instructions include information on the process and copies of the forms for the affidavit and order to issue the title.
2. A "Civil" case will be opened when the applicant submits all of the following:
 - A non refundable fee of \$240.00.
 - Notarized Affidavit/Application for Order to Issue Certificate of Title (forms below).
 - Two (2) copies of completed, unsigned Order to Issue Certificate of Title (forms below).
 - All relevant documentation (proof of attempt to contact owner of record, copies of past insurance and/or license plates, copies of checks or receipts to show payment for vehicle and any other documentation to support ownership) to present to Judge at hearing.
3. The Clerk will forward the case file with the Application/Affidavit and two (2) copies of the unsigned Order to issue the title to the Judge. The Judge will hold a hearing on the matter and review and decide as to whether to sign the Order. You will receive notice of the date and time of said hearing from the Assignment Office.
4. If signed, the Judge will forward both signed copies to the Clerk's office with the file.

5. The Clerk will contact the applicant to come to the Clerk's office to pick up a copy of the Order. There will be a \$1.05 charge for each certified copy.

6. The applicant will take the certified copy to the Trumbull County Clerk of Courts Title Department located at 160 High Street, N.W., Warren, Ohio, Phone: (330) 675-2407, for the issuance of the Certificate of Title. There will be additional fees of \$15.00 for processing the Certificate of Title.

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

_____)	CASE NO. _____
Plaintiff/Applicant,)	
vs.)	JUDGE: _____
_____)	
<i>TRUMBULL COUNTY CLERK OF</i>)	APPLICATION/AFFIDAVIT FOR
<i>COURTS</i>)	ORDER TO ISSUE CERTIFICATE
Defendant.)	OF TITLE

STATE OF OHIO)
COUNTY OF TRUMBULL) ss:

IN RE: Certificate of Title for
MAKE: _____
MODEL: _____
VIN: _____
YEAR: _____

Applicant's name: _____
Address: _____
Telephone: _____

I, _____, being duly sworn according to law, make the
(Applicant's name)

following statements:

(How did you obtain the vehicle?)

If you purchased the vehicle, list date of transaction, who did you buy it from and how much did you pay? ATTACH COPY OF RECEIPT, CHECK OR OTHER PROOF OF TRANSACTION)

(Did you obtain a record check by the Bureau of Motor Vehicles? ATTACH COPY OF THE RESULTS.)

(State why you do not have a title. ATTACH COPY OF CERTIFIED LETTER SENT TO PREVIOUS OWNER, WITH RETURN RECEIPT, ASKING FOR THE TITLE.)

(Did you request a title through the Bureau of Motor Vehicles? ATTACH COPY OF LETTER FROM BUREAU OF MOTOR VEHICLES.)

I hereby respectfully make application for this Court to issue an order directing the ***TRUMBULL COUNTY CLERK OF COURTS*** to issue a Certificate of Title to me for the described vehicle.

Applicant's signature*

Sworn to and subscribed before me on _____, 201_____.
(Date)

(Notary Public, State of Ohio or Deputy Clerk)

*MUST BE SIGNED IN FRONT OF NOTARY PUBLIC OR DEPUTY CLERK

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

Plaintiff/Applicant,)	CASE NO. _____
)	
vs.)	JUDGE: _____
)	
<i>TRUMBULL COUNTY CLERK OF COURTS</i>)	APPLICATION/AFFIDAVIT FOR ORDER TO ISSUE CERTIFICATE OF TITLE
Defendant.)	

IN RE: Certificate of Title for
MAKE: _____
MODEL: _____
VIN: _____
YEAR: _____

Applicant's name: _____
Address: _____
Telephone: _____

On this day, this matter came before the court to be heard upon the Application/Affidavit 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 the Applicant as requested.

IT IS THEREFORE ORDERED that the TRUMBULL COUNTY CLERK OF COURTS issue a Certificate of Title to _____ for the vehicle described in the Affidavit/Application, and set forth above.

Judge's signature

DATED: _____