

# **KAREN INFANTE ALLEN**

*Trumbull County Clerk of Courts*



<http://clerk.co.trumbull.oh.us>

160 High Street NW

Warren Ohio 44481

330-675-2557

**TRUMBULL COUNTY OHIO**

**Packet of Information for**

**RESIDENTS OF THE COUNTY**

**Seeking a**

**COURT ORDERED TITLE**

Enclosed you will find the following:

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



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

**This form to be used only if the applicant is a resident of TRUMBULL 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 Trumbull County Title Department. 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 Ohio 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 exceeds \$2,500, after storage and repair costs, can the Court consider an Order. If the value of the vehicles is less than \$2,500, the owner of the repair garage or place of storage may obtain a title through a separate process. Please request the Unclaimed Affidavit Procedure from the Trumbull County Title Department.
- **Mobile Home Title previously surrendered to Real Estate in Satisfaction of Lending Institutions Requirements:** In some instances lending institutions require a Certificate of Title to be issued when a search of the title records reveals no chain of title and the Mobile Home has been previously surrendered to Real Estate. Therefore, a Court Order with sufficient evidence can be filed to request a title be issued to immediately be surrendered to real estate to create a chain of title.

Located in this package 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 Department and Legal Division. In addition, this process causes you to interact with the Bureau of Motor Vehicles and the Ohio State Highway Patrol located in Trumbull County.

**\*\*PLEASE NOTE THAT INCOMPLETE/INACCURATE PAPERWORK MAY CAUSE YOUR CASE TO BE DISMISSED.**

**The process is as follows:**

- Present all documents and evidence to the **TRUMBULL 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 Package.”
- 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 Vehicles** located in Trumbull County to pay and obtain a salvage inspection receipt. Cost for the inspection is \$53.50. A list of Trumbull 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. The Trumbull County Office of the OSHP is included in this package.
- 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 complete APPLICATION, the INSPECTION RESULTS, the JOURNAL ENTRY (top portion completed) and your evidence to the **Trumbull County Clerk of Courts Office** located on the 1<sup>st</sup> Floor of the Courthouse at 161 High Street, N.W., Warren, Ohio between the hours of 8:30 a.m. and 4:15 p.m.
- **You must complete this step within sixty (60) days.**
- A non-refundable processing fee of \$253.00 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 the Trumbull County Title Department located in the Administration Building, 1<sup>st</sup> Floor, 160 High Street, N.W., Warren, Ohio 44481.
- You will be responsible for the cost of sales tax and fees associated with the Certificate of Title transaction.
- **Congratulations!**

*\*\*Note: The request for a Mobile Home Title will not require an inspection by the OSP.*

**TRUMBULL COUNTY TITLE DEPARTMENT**  
**Under the direction of the Trumbull County Clerk of Courts**

Trumbull County Administration Building  
160 High Street, N.W.  
1<sup>st</sup> Floor  
Warren, Ohio 44481  
Phone: (330) 675-2407

**BUREAU OF MOTOR VEHICLES OFFICES LOCATED  
IN TRUMBULL COUNTY, OHIO  
Independent Franchises  
Under the Director of the Department of Public Safety  
Registrar, Donald Petit**

#7832 Tammy Kaye Deputy Registrar	2027 Elm Road, N.E. (WARREN PLAZA)	Warren, Ohio 44483	330.372.5447
#7835 Andrea L Smiesko Deputy Registrar	5555 Youngstown-Warren Rd (Eastwood Mall) Suite 536	Niles, Ohio 44446	330.652.2760
#7840 Cheryl Parks Deputy Registrar	2750 Mahoning Avenue (Jamestown Village Plaza) Suite 9	Warren, Ohio 44485	330.898.3998

**OHIO STATE HIGHWAY PATROL INSPECTION STATION  
LOCATED IN TRUMBULL COUNTY, OHIO  
Under the direction of the Department of Public Safety  
Director, John Born**

**Ohio State Highway Patrol - Southington, OH**

**Contact Information**

**Address:** 3424 US Rte 422  
**City:** Southington  
**State:** OH  
**Zip Code:** 44470-9594  
**County:** Trumbull County  
**Phone #:** 330-898-2311  
**Fax #:** 330-898-7830



**KAREN INFANTE ALLEN**

*Trumbull County Clerk of Courts  
Auto Title Department*

<http://clerk.co.trumbull.oh.us>

161 High Street NW  
Warren Ohio 44481  
Phone: (330) 675-2407  
Fax: (330) 675-2701

**OSHP INSPECTION REQUEST**

To: OHIO STATE HIGHWAY PATROL  
District Inspection Station  
Southington, Ohio

From: **KAREN INFANTE ALLEN, *Trumbull 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 Trumbull 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 any questions, please contact the Title Department at 330.675.2407.

**KAREN INFANTE ALLEN, *Clerk of Courts***

By: \_\_\_\_\_, Deputy Clerk

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_ )  
Plaintiff/Applicant, )  
 )  
vs. )  
 )  
TRUMBULL COUNTY CLERK OF )  
COURTS )  
 )  
Defendant. )

CASE NO. \_\_\_\_\_  
JUDGE: \_\_\_\_\_

**APPLICATION FOR ORDER TO  
ISSUE CERTIFICATE OF TITLE**

STATE OF OHIO )  
 )SS: )  
COUNTY OF TRUMBULL )

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_

RE: Certificate of Title for  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
VIN: \_\_\_\_\_  
YEAR: \_\_\_\_\_

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 the date of transaction, seller and 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? \_\_\_\_\_  
*\*ATTACH A 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? \_\_\_\_\_  
*\*ATTACH A COPY OF THE LETTER FROM THE BUREAU OF MOTOR VEHICLES. If applicable.*

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: \_\_\_\_\_  
*(Date)*

*(Seal)*

\_\_\_\_\_  
*(Notary Public, State of Ohio)*  
*Printed Name:* \_\_\_\_\_  
*Commission Expiration Date:* \_\_\_\_\_

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

\_\_\_\_\_  
Plaintiff/Applicant,  
  
vs.  
  
TRUMBULL COUNTY CLERK OF  
COURTS  
  
Defendant.

CASE NO. \_\_\_\_\_  
JUDGE: \_\_\_\_\_

**ORDER TO ISSUE**  
**CERTIFICATE OF TITLE**

STATE OF OHIO )  
 )SS:  
COUNTY OF TRUMBULL )

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_

RE: Certificate of Title for  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
VIN: \_\_\_\_\_  
YEAR: \_\_\_\_\_

On this day, this matter came before the Court to be heard ex parte upon the Affidavit and Application of the above named 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 the above Applicant, as requested.

**IT IS THEREFORE ORDERED** that the Trumbull County Clerk of Courts issue a Certificate of Title for the vehicle described in the Affidavit and Application as set forth above.

\_\_\_\_\_  
*Judge's signature*  
Date: \_\_\_\_\_, 201\_\_\_\_