



FISCAL DEPARTMENT

Auto Title Division
2079 East 9th St.
3rd Floor
Cleveland, OH 44115
216-443-7090

CUYAHOGA COUNTY, OHIO

COURT ORDER INFORMATION PACKET

FOR

CUYAHOGA COUNTY RESIDENTS

SEEKING TO OBTAIN

A COURT ORDERED TITLE

This packet includes the following:

- Application **Instructions** for ORDER TO ISSUE CERTIFICATE OF TITLE
- Ohio State Highway Patrol (OSHP) Inspection Request Form
- Application for ORDER TO ISSUE CERTIFICATE OF TITLE
- ORDER TO ISSUE CERTIFICATE OF TITLE
- Ohio State Highway Patrol Vehicle Inspection Facility locations
- Cuyahoga County Title Bureau locations and office hours
- Bureau of Motor Vehicle locations throughout Cuyahoga County

Located in this packet are all the necessary forms to apply to the Cuyahoga County Court of Common Pleas for a COURT ORDERED TITLE. Please note that this process will cause you to interact with two separate divisions of Cuyahoga County- Fiscal Department- Auto Title Division and the Court of Common Pleas. In addition, this process will cause you to interact with the Bureau of Motor Vehicles and the Ohio State Highway Patrol.



FISCAL DEPARTMENT

Auto Title Division
2079 East 9th St.
3rd Floor
Cleveland, OH 44115
216-443-7010

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 Cuyahoga County.

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

This guide for obtaining a court ordered title has been compiled for purposes of example only. It is only intended to provide a summary, and should not be regarded as a complete digest of laws affecting motor vehicle titles, nor should it be regarded as legally binding on the County of Cuyahoga, the Cuyahoga County Fiscal Officer, or the Cuyahoga County Clerk of Courts, none of whom are authorized to provide legal advice to petitioners. Instead, petitioners are encouraged to consult with private legal counsel.

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 Cuyahoga County Auto 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 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, or if applicable, a transferable Certificate of Registration from a State outside of Ohio. Documentation must be submitted showing that there has been the effort made, by certified mail, to contact the prior owner and lienholder (if applicable) requesting a title be provided.
- **Repair garage or place of storage-** There are 2 instances when a Court Ordered Title may need to be applied for:
 1. Only when the net value of the vehicle exceeds \$3,500.00 after deducting the estimated cost of repairs to restore the vehicle to whole sale value and the repair costs, can the court consider an order.*
 2. Only when the repair garage or place of storage does not have the appropriate documents necessary to file for an Unclaimed Motor Vehicle Affidavit.*
*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 Motor Vehicle Affidavit.
- **Towing company or storage facility-** There are 2 instances when a Court Ordered Title may need to be applied for:
 1. Only when the net value of the vehicle exceeds \$3,500.00 after deducting the estimated cost of repairs to restore the vehicle to whole sale value, can the court consider an order.*
 2. Only when the towing company or storage facility does not complete the unclaimed process within the allotted time per O.R.C., can the court consider an order.*
*If the net value of the vehicle is less than \$3,500.00, the owner of the towing company or storage facility may obtain a title through a separate process. Please request this information for an Unclaimed Affidavit.

The Court Ordered Title process is as follows:

- 1) The customer presents all documents and evidence to a **Cuyahoga County Auto Title Division Office**. If the evidence is insufficient the customer will be given a "Court Ordered Title Packet".
- 2) A deputy clerk will sign the enclosed Ohio State Highway Patrol (OHSP) Inspection Request Form. This will allow the customer to begin the process of having the vehicle inspected by the OHSP.
- 3) The customer will take this signed order to any **Bureau of Motor Vehicles (BMV) Office** to pay for and obtain a salvage inspection receipt. The inspection cost is \$53.50. A list of Cuyahoga County BMV offices is included in this packet.
- 4) Once the inspection has been paid for and a receipt issued an **appointment will need to be made with the OSHP** to have the vehicle inspected. The receipt obtained at the BMV 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 this packet. ***The Application for order to issue a certificate of title must be filed within 60 days of the inspection.***
- 5) Prepare and complete the enclosed APPLICATION FOR ORDER TO ISSUE CERTIFICATE OF TITLE. **This form is an affidavit and requires the signature of a notary public.**
- 6) Complete the Applicant's portion of the JOURNAL ENTRY. Complete the Vehicle Make, Model Year and VIN Number. Also complete the Applicant's Name, Home Address, Email Address and Telephone Number. Leave the following areas blank: Case Number, Judge's signature and date.
- 7) Once the vehicle has been inspected by OSHP, the customer takes the completed APPLICATION, the INSPECTION RESULTS, the partially completed JOURNAL ENTRY, ALL DOCUMENTS AND EVIDENCE AND THE \$250.00 DEPOSIT FEE to the **CUYAHOGA COUNTY COURT OF COMMON PLEAS** located at the Justice Center 1200 Ontario, Cleveland OH 44113 between the hours of 8:30am – 4:30pm Monday through Friday. The deposit fee may be paid by cash, check or credit card if the owner is present with identification. ***This step must be done within 60 days of the inspection***
- 8) After approval or denial by the Judge, the customer will be contacted by the **Clerk of Courts Office**. If the order was approved the Judge will sign and the customer can pick up a certified copy at the Clerk of Courts Office. There is a \$1.00 per page charge for the certified copy.
- 9) The customer then takes the certified copy of the order to any **Cuyahoga County Fiscal Department Auto Title Division** for the issuance of a Certificate of Title. At that time the customer will be responsible for title fees and any sales tax (if applicable) associated with the title transaction.

BMV DEPUTY REGISTRAR LICENSE AGENCIES

7000 Biddulph Rd. Brooklyn, OH 44144 (216) 459-9332	3345 Edgecliff Terrace Cleveland, OH 44111 (216) 941-8008	8039 Euclid Ave. Cleveland, OH 44103 (216) 721-8020	2765 East 55 th St. Cleveland, OH 44104 (216) 431-1445
12000 Snow Rd., Unit 12 Parma, OH 44130 (440) 885-0844	14000 Broadway Ave. Garfield Hts., OH 44125 (216) 662-3004	6901 Rockside Rd. Independence, OH 44131 (216) 642-1373	1593 Goldengate Plaza Mayfield Hts., OH 44124 (440) 461-2847
5410 Northfield Rd. Maple Hts., OH 44137 (216) 662-5880	26642 Brookpark Ext North Olmsted, OH 44070 (440) 779-0830	12771 State Rd. North Royalton, OH 44133 (440) 582-0410	16945 Chagrin Blvd. Shaker Hts., OH 44120 (216) 283-4000
6339 Olde York Rd. Parma Hts., OH 44130 (440) 888-0388	2173 S. Taylor Rd. University Hts., OH 44118 (216) 321-9091	12218 Pearl Rd. Strongsville, OH 44136 (440) 572-1505	

OHIO STATE HIGHWAY PATROL INSPECTION SITES

<p>BUCYRUS DISTRICT 1653 Marion Rd Bucyrus, OH 44820 Phone: (419)-563-0272</p>	<p>CAMBRIDE DISTRICT 95 Wildflower Drive New Concord, OH 43762 Phone: (740) 826-1030</p>
<p>**CLEVELAND DISTRICT** 5225 W. 140th St. Brook Park, OH 44142 Phone: (216) 265-1677</p>	<p>COLUMBUS DISTRICT 1583 Alum Creek Drive Columbus, OH 43209 Phone: (614) 644-1667</p>
<p>FINDLAY DISTRICT 8210 County Rd 140, Suite D Findlay, OH 45840 Phone : (419)-423-2957</p>	<p>JACKSON DISTRICT 25 McCarty Lane Jackson, OH 45640 Phone: (740)-286-3457</p>
<p>MASSILLON DISTRICT 8730 Lake Rd. Seville, OH 44273 Phone: (330)-769-5089</p>	<p>PIQUA DISTRICT 1275 Experiment Farm Rd, Suite D. Troy, OH 45373 Phone: (937)-335-6412</p>
<p>WARREN DISTRICT 3424 Parkman Rd. Southington, OH 44470 Phone: (330)-898-2894</p>	<p>WILMINGTON DISTRICT 9971 Cincinnati-Dayton Rd. West Chester, OH 45069 Phone: 513-777-5547</p>

- Inspections may be scheduled online
- For questions please call an inspection location
- For more information about salvage inspections please see the [Salvage Inspection Brochure](#) on the Ohio State Highway Patrol's website – <http://www.statepatrol.ohio.gov>



FISCAL DEPARTMENT

Auto Title Division
2079 East 9th St. 2nd
Floor Cleveland, OH
44115 (216) -443-7090

OHIO STATE HIGHWAY PATROL INSPECTION REQUEST

TO: The Ohio State Highway Patrol
District Inspection Station

FROM: Cuyahoga County
Fiscal Department
Auto Title Division

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 Cuyahoga 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 one of the Title Offices below.

_____ (Deputy Clerk's printed name)

_____ (Deputy Clerk's signature)

MAIN OFFICE	BROADWAY OFFICE	GOLDEN GATE OFFICE	NORTH OLMSTED OFFICE	PARMA OFFICE
2079 E. 9 th Street, 3 rd Floor Cleveland, OH 44115 216-443-8900	14000 Broadway Avenue Garfield Hts., OH 44125 216-475-6855	1585 Golden Gate Plaza Mayfield Hts., OH 44124 216-443-7149	27029 Brookpark Rd. Ext. North Olmsted, OH 44070 440-777-4060	12100 Snow Road, Suite #15 Parma, OH 44130 440-888-7050
Monday – Friday 8:30–4:30	M 8:30-6:30, T, W, F 8:30– 4:30 Sat 8:30 – 12:30 Thursday Closed	M, Th, F 8:30–4:30 T 8:30-6:30 Sat 8:30-12:30 Wednesday Closed	M, Th, F 8:30–4:30 T 8:30-6:30 Sat 8:30-12:30 Wednesday Closed	M, Th, F 8:30-4:30 W 8:30-6:30 Sat 8:30-12:30 Tuesday Closed

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

Applicant's Name

Address

Case Number: _____

VS

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

Cuyahoga County Fiscal Department
Auto Title Division
2079 E 9th St. 3rd Floor
Cleveland, Ohio 44115

AND
(if applicable)

VEHICLE OWNER AND/ OR LIENHOLDER

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

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 Cuyahoga County Fiscal Department to issue a Certificate of Title to me for the described vehicle.

Sworn to and subscribed before me on

(Date)

(Notary Public, State of Ohio)

Applicant's Signature

Applicant's Name (Printed)

Address (1)

Address (2)

Home Phone #

Cell Phone #

Email Address

Re: Certificate of Title For:

MAKE _____

MODEL _____

VIN# _____

YEAR _____

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

JOURNAL ENTRY

Applicant's Name _____

Case Number: _____

Address (1) _____

Address (2) _____

Home Phone _____

Cell Phone _____

Email Address _____

**ORDER TO ISSUE CERTIFICATE
OF TITLE**

VS.

Cuyahoga County Fiscal Department
Auto Title Division
2079 E 9th St. 3rd Floor
Cleveland, Ohio 44115

On this day, this matter came before the court to be heard ex parte upon the Affidavit and Application of the above applicant for an order authorizing the issuance of a Certificate of Title for the vehicle describe 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 Cuyahoga County Fiscal Department issue a Certificate of Title for the vehicle described in the Affidavit and Application, to the Applicant, and set forth above.

Witness my hand this _____ day of _____

Judge's Signature

Re: Certificate of Title For:

MAKE _____

MODEL _____

VIN _____

YEAR _____