








## STEPS TO OBTAINING A COURT ORDERED CERTIFICATE OF TITLE

Step	Where To Go	STEPS TO COMPLETE
<p style="text-align: center;">Step One: Vehicle Owner Record Search</p>	 <p style="text-align: center;">(614) 752-7671 <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a></p>	<ul style="list-style-type: none"> <li>• Complete BMV 1173 Form and check the box <b>“Last Known Address”</b> and <b>“Copy of Record”</b> for the vehicle owner and remit the form to the BMV using the instructions provided on the form. The BMV will mail a BMV 2433 form to you containing the results of the record search.</li> <li>• BMV 1173 forms are available online at <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a> or by calling (614) 752-7671</li> <li>• A \$5.00 record search fee will apply for each title record search.</li> <li>• Please allow at least 15 business days for processing.</li> <li>• Please retain BMV 2433 form to file with your petition as a necessary exhibit.</li> </ul>
<p style="text-align: center;">Step Two: Certified Mail Notifications</p>	 <p style="text-align: center;"><a href="http://www.usps.gov">www.usps.gov</a></p>	<ul style="list-style-type: none"> <li>• Mail a certified letter to the vehicle owner(s) and lien holder(s) using information provided by the BMV and Auto Title Division notifying them of your intention to petition the Court for Certificate of Title.</li> <li>• Please retain copies of the letters mailed as well as the returned certified mail receipts to file with your petition as a necessary exhibit.</li> <li>• Please allow 15 days from the date of mailing for appropriate parties to respond.</li> </ul>
<p style="text-align: center;">Step Three: Obtain OSHP Inspection Receipt</p>	 <p style="text-align: center;">Deputy Registrar Office (614) 752-7671 <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a></p>	<ul style="list-style-type: none"> <li>• Visit your local deputy registrar office to purchase an OSHP Inspection Receipt (HP105)</li> <li>• The cost for the OSHP Inspection Receipt is \$53.50.</li> <li>• Visit <a href="http://www.bmv.ohio.gov">www.bmv.ohio.gov</a> or call (614) 752-7671 for your nearest deputy registrar location.</li> </ul>
<p style="text-align: center;">Step Four: OSHP Inspection</p>	 <p style="text-align: center;">(614) 644-1667 <a href="http://www.statepatrol.ohio.gov">www.statepatrol.ohio.gov</a></p>	<ul style="list-style-type: none"> <li>• To schedule your OSHP Inspection contact the Ohio State Highway Patrol at (614) 644-1667.</li> <li>• Be sure to inform OSHP that you need to obtain an HP106 form for a court ordered title.</li> <li>• Bring your vehicle, inspection receipt (HP105) and any supporting documentation of ownership/possession to the inspection station on the day of your inspection. A VIN check will be performed by OSHP to determine whether the vehicle was stolen and/or if any brandings exist on the vehicle.</li> <li>• Please retain the HP106 form you are provided by the OSHP. This document will be required as necessary evidence in your petition to the court.</li> </ul>

## STEPS TO OBTAINING A COURT ORDERED CERTIFICATE OF TITLE

<p style="text-align: center;"><b>Step Five:</b> Filing Your Petition to the Court of Common Pleas</p>	<div style="text-align: center;">  <p>Cuyahoga County Court of Common Pleas Justice Center 1200 Ontario Street Cleveland, OH 44113</p> </div>	<ul style="list-style-type: none"> <li>• Bring your original Petition for Court Order, Affidavit in Support of the Petition, denial letters from the Cuyahoga County Fiscal, Auto Title Division and the BMV along with your evidence to be filed as a miscellaneous case.</li> <li>• If a lien was identified on the vehicle, please inform the clerk so the lien can be properly addressed in the petition and judgment entry.</li> <li>• A filing fee of \$250.00 will need to be paid at the time of filing your petition.</li> </ul>
<p style="text-align: center;"><b>Step Six:</b> Notification by the Clerk of Courts</p>	<div style="text-align: center;">  <p>Cuyahoga County Court of Common Pleas Justice Center 1200 Ontario Street Cleveland, OH 44113</p> </div>	<ul style="list-style-type: none"> <li>• After approval or denial by a Judge, you will be contacted by the Clerk of Courts Office.</li> <li>• If the order was approved, the Judge will sign and you can pick up a certified copy at the Clerk of Courts Office.</li> <li>• There is a \$1.00 per page charge for the certified copy.</li> </ul>
<p style="text-align: center;"><b>Step Seven:</b> Obtaining Certificate of Title</p>	<div style="text-align: center;">  <p>Cuyahoga County Auto Title Division (216) 443-8900</p> </div>	<ul style="list-style-type: none"> <li>• Take the certified copy of the order to any Cuyahoga County Fiscal Department Auto Title Division for issuance of a Certificate of Title.</li> <li>• You will be responsible for title fees and any sales tax (if applicable) associated with the transaction.</li> </ul>



**FISCAL DEPARTMENT**

Auto Title Division  
2079 East 9<sup>th</sup> 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**

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2079 East 9<sup>th</sup> St.  
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Cleveland, OH 44115  
216-443-7010

### **PRE-INSTRUCTION INFORMATION**

In instances where transfer of ownership occurs by operation of law, title may be obtained through the Cuyahoga County Fiscal Department, Auto Title Division pursuant to Ohio Revised Code §4505.10.

Ownership occurs by operation of law in the following circumstances: inheritance, devise, bequest, order in bankruptcy, insolvency, replevin, or execution sale, if a motor vehicle is sold to satisfy storage or repair charges, or repossession is had upon default in performance of the terms of a security agreement as provided in Chapter 1309 of the Ohio Revised Code and the secured party has notified the debtor as required by division (B) of the Ohio Rev. Code §1309.611. In such cases set forth above, the Fiscal Department, Auto Title Division, upon the surrender of the prior certificate of title or the manufacturer's or importer's certificate, or, when that is not possible, upon presentation of an Application by the person or agent of the person to whom possession of the motor vehicle has passed, setting forth the facts entitling the person to the possession and ownership, together with a copy of the journal entry, court order, or instrument upon which the claim of possession and ownership is founded, and upon payment of the fee prescribed, will issue a certificate of title for the motor vehicle.

### **INSTRUCTIONS FOR OBTAINING A MOTOR VEHICLE TITLE WITHOUT A COURT ORDER**

- 1.) Present all documents and evidence that demonstrate you are entitled to certificate of title to a Cuyahoga County Auto Title Division. The evidence includes, but is not limited to:
  - a. A properly executed affidavit setting forth the facts that demonstrate you are entitled to possession and ownership; the value of the vehicle as recognized by the motor vehicle industry, the make, model, VIN, and year of the motor vehicle; and
  - b. A copy of a journal entry, court order, contract, or other instrument upon which claim of ownership is founded.

If the evidence is insufficient and you are denied a title from the Auto Title Division, you should apply directly to the registrar of motor vehicles by submitting all of the evidence you believe supports your application for title.

- 2.) If the BMV finds the evidence sufficient, it may authorize the Auto Title Division to issue a certificate of title. The BMV will provide you with a letter authorizing the title office to issue a certificate of title for the motor vehicle in your name. Bring this letter of authority from the BMV along with the evidence presented to the BMV to a Cuyahoga

County Auto Title Division office and a certificate of title will be issued based upon that letter of authority and payment of applicable fees and taxes.

If the BMV finds your evidence insufficient, you may petition the Cuyahoga County Court of Common Pleas for a court order that the Auto Title Division issue a certificate of title. You must retain denial notices from both the Cuyahoga County Auto Title Division and the BMV to file with your Petition for a Court Ordered Title.

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

*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.*

**If you do not have the requisite evidence of ownership set forth in the Pre-Instruction Information above, proceed as set forth below to utilize the Court Ordered Title process. These instructions and forms are to be used only if the applicant is a resident of Cuyahoga County. Incomplete/inaccurate paperwork may cause your case to be dismissed.**

### **SITUATIONS WHERE A COURT ORDERED TITLE MAY BE OBTAINED**

Requesting the Court to order the issuance of a certificate of title may be an available remedy in the following situations:

- **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 petition, 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 two (2) instances when a Court Ordered Title may need to be applied for:
  1. When the net value of the vehicle exceeds \$3,500.00 after deducting the estimated cost of repairs to restore the vehicle to wholesale value.
  2. When the repair garage or place of storage does not have the appropriate documents necessary to file an Unclaimed Motor Vehicle Affidavit.

- **Towing Company or Storage Facility:** There are two (2) instances when a Court Ordered Title may need to be applied for:
  1. When the net value of the vehicle exceeds \$3,500.00 after deducting the estimated cost of repairs to restore the vehicle to wholesale value.
  2. When the towing company or storage facility does not have the appropriate documents necessary to file the required Application or to complete the unclaimed process within the allotted time pursuant to Ohio Revised Code §§4505.101 and 4513.601. **Please request the information for an Unclaimed Motor Vehicle Affidavit.**

### **BEFORE YOU FILE YOUR PETITION:**

- 1.) Request lienholder information for the vehicle being petitioned at any of our five Cuyahoga County Title Division Offices.
- 2.) Complete and submit BMV Form 1173 to the BMV to identify the title holder of record. In order to receive the most accurate and up-to-date information, please check the “Copy of Title Record” and “Last Known Address” boxes on the form (each costing \$5.00). Retain a copy of the results from the BMV search to be included with your application for certificate of title.
- 3.) Provide notice to the title holder of record and any lienholder by certified mail and return receipt advising that you are in possession of the motor vehicle and intend to petition the court for title (please provide at least 30 days for a response and retain copies of the letter and certified mail receipt).
- 4.) Complete an Ohio State Highway Patrol (OSHP) Inspection Request Form signed by the deputy clerk. This will allow you to begin the process of having the vehicle inspected by OSHP.
- 5.) Take the signed OSHP Inspection Request Form to any Bureau of Motor Vehicles (BMV) office to pay for and obtain a salvage inspection report. The inspection cost is \$53.50. A list of Cuyahoga County BMV offices is included in this packet.
- 6.) Once the inspection has been paid for and a receipt issued, you will need to make an appointment 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.
- 7.) Prepare and complete the enclosed PETITION FOR ORDER TO ISSUE CERTIFICATE OF TITLE. Complete an Affidavit which requires the signature of a notary public. If a lien was identified on the vehicle, please inform the clerk so the lien can be properly addressed in the petition and judgment entry.
- 8.) Complete the petitioner’s portion of the JOURNAL ENTRY. Complete the vehicle Make, Model, Year, and VIN Number. Also complete the Petitioner’s Name, Home

Address, Email Address and Telephone Number. Leave the following areas blank: Case Number, Judge's signature and date.

- 9.) Once the vehicle has been inspected by OSHP, take the completed PETITION, the INSPECTION RESULTS, and 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 Street, Cleveland, OH 44113 between the hours of 8:30 a.m. – 4:30 p.m., Monday through Friday. The deposit fee may be paid by cash, check or credit card if the owner is present with identification. **The Petition for Court Order to Issue Certificate of Title must be filed within 60 days of the vehicle inspection.**
- 10.) If the order to issue title is approved, the Judge will sign and you can pick up a certified copy at the Clerk of Courts Office. There is a \$1.00 per page charge for the certified copy.
- 11.) Take the certified copy of the order to any Cuyahoga County Auto Title Division office for the issuance of a Certificate of Title. At that time you will be responsible for title fees and any sales tax (if applicable) associated with the title transaction.

## BMV DEPUTY REGISTRAR LICENSE AGENCIES

<p>7000 Biddulph Rd. Brooklyn, OH 44144 (216) 459-9332</p>	<p>3345 Edgecliff Terrace Cleveland, OH 44111 (216) 941-8008</p>	<p>8039 Euclid Ave. Cleveland, OH 44103 (216) 721-8020</p>	<p>2765 East 55<sup>th</sup> St. Cleveland, OH 44104 (216) 431-1445</p>
<p>12000 Snow Rd., Unit 12 Parma, OH 44130 (440) 885-0844</p>	<p>22125 Rockside Rd.. Bedford, OH 44125 (216) 662-3004</p>	<p>6901 Rockside Rd. Independence, OH 44131 (216) 642-1373</p>	<p>1593 Goldengate Plaza Mayfield Hts., OH 44124 (440) 461-2847</p>
<p>5410 Northfield Rd. Maple Hts., OH 44137 (216) 662-5880</p>	<p>26642 Brookpark Ext North Olmsted, OH 44070 (440) 779-0830</p>	<p>12771 State Rd. North Royalton, OH 44133 (440) 582-0410</p>	<p>16945 Chagrin Blvd. Shaker Hts., OH 44120 (216) 283-4000</p>
<p>6339 Olde York Rd. Parma Hts., OH 44130 (440) 888-0388</p>	<p>2173 S. Taylor Rd. University Hts., OH 44118 (216) 321-9091</p>	<p>12218 Pearl Rd. Strongsville, OH 44136 (440) 572-1505</p>	



## OHIO STATE HIGHWAY PATROL INSPECTION SITES

<p><b>BUCYRUS DISTRICT</b>          1653 Marion Rd          Bucyrus, OH 44820          Phone: (419)-563-0272</p>	<p><b>CAMBRIDE DISTRICT</b>          95 Wildflower Drive          New Concord, OH 43762          Phone: (740) 826-1030</p>
<p><b>**CLEVELAND DISTRICT**</b>          5225 W. 140<sup>th</sup> St.          Brook Park, OH 44142          Phone: (216) 265-1677</p>	<p><b>COLUMBUS DISTRICT</b>          1583 Alum Creek Drive          Columbus, OH 43209          Phone: (614) 644-1667</p>
<p><b>FINDLAY DISTRICT</b>          8210 County Rd 140, Suite D          Findlay, OH 45840          Phone : (419)-423-2957</p>	<p><b>JACKSON DISTRICT</b>          25 McCarty Lane          Jackson, OH 45640          Phone: (740)-286-3457</p>
<p><b>MASSILLON DISTRICT</b>          8730 Lake Rd.          Seville, OH 44273          Phone: (330)-769-5089</p>	<p><b>PIQUA DISTRICT</b>          1275 Experiment Farm Rd, Suite D.          Troy, OH 45373          Phone: (937)-335-6412</p>
<p><b>WARREN DISTRICT</b>          3424 Parkman Rd.          Southington, OH 44470          Phone: (330)-898-2894</p>	<p><b>WILMINGTON DISTRICT</b>          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 9<sup>th</sup> St.  
 3<sup>rd</sup> Floor  
 Cleveland, OH 44115 216-443-7010

## 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	BEDFORD OFFICE	GOLDEN GATE OFFICE	NORTH OLMSTED OFFICE	PARMA OFFICE
2079 E. 9 <sup>th</sup> Street, 3 <sup>rd</sup> Floor Cleveland, OH 44115 216-443-8900	22121 Rockside Rd. Bedford, 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: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 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

\_\_\_\_\_  
Address (1)

\_\_\_\_\_  
Address (2)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

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

**ORDER TO ISSUE CERTIFICATE  
OF TITLE**

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 \_\_\_\_\_

**STATE OF OHIO  
CUYAHOGA COUNTY**

**RE:  
AFFIDAVIT CERTIFICATE OF MOTOR VEHICLE TITLE**

\_\_\_\_\_  
PETITIONER

Now comes the Petitioner, as stated above, in the State of Ohio, County of Cuyahoga, being duly sworn, deposes and says that:

\_\_\_\_\_  
(state the facts of how you obtained the vehicle, motorcycle, or watercraft. List dates of transaction, who you bought it from, previous title owner, costs, the value of the vehicle, make, model, VIN, year of the vehicle. Attach a copy of receipt, check or other proof of transaction, copy of certified letter to previous owner, return receipt requested, result of BMV record search, and insufficient evidence letters from Fiscal Department and BMV.)

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\_\_\_\_\_

\_\_\_\_\_  
Witness whereof he/she has hereto set his hand and seal,

\_\_\_\_\_  
Petitioner's Signature  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Phone

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, hereby certify that  
\_\_\_\_\_ personally known to me to be the affiant in the foregoing affidavit, personally appeared before me  
this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ \_\_\_\_\_

Notary Public

(Seal)

MODEL \_\_\_\_\_

VIN \_\_\_\_\_

YEAR

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