



DEBORAH A. MYERS
Ashland County Clerk of Courts

Legal Division, 142 W. Second Street, Suite 11
Ashland, OH 44805 Telephone (419) 282-4242

ASHLAND COUNTY CLERK OF COURTS
COURT-ORDERED TITLE INSTRUCTIONS AND FORMS PACKET

If the evidence of ownership of a motor vehicle, outboard motor, or watercraft is insufficient for the issuance of a Certificate of Title to the current owner by the Ashland County Clerk of Courts, the current owner may petition the Ashland County Court of Common Pleas for a court-ordered Title pursuant to Ohio Revised Code Section 4504.10.

***YOU MUST BE AN ASHLAND COUNTY RESIDENT OR BUSINESS TO AVAIL YOURSELF OF THIS PROCEDURE.** If your vehicle is self-assembled, rebuilt, does not have a VIN/has more than one VIN, or the VINs on the vehicle and Title are mismatched, you cannot use this procedure to obtain a Title. If your watercraft does not have a 12-digit HIN, or the HIN on the boat or motor does not match the HIN listed on the Title, you cannot use this procedure to obtain a Title.

It is strongly recommended that you consult with or hire a licensed attorney before proceeding.

STEP 1:

If you have not done so already, make your written request for a Title to the last-recorded owner and active lienholder of the vehicle or watercraft. Send your request via trackable means, such as US Certified mail, return receipt requested, and make sure you provide your full contact information in the letter, including a telephone number and e-mail address. Keep a copy of your demand letter and any return receipt cards (commonly known as the "green card") or electronic receipts, as well as any returned envelopes from failed, refused, or unclaimed mail.

If you don't have the name or address of the last-recorded owner and/or active lienholder, please visit the Ashland County Title Division of the Clerk of Courts. A deputy clerk will be able to assist you in obtaining this information via a records search providing the vehicle was previously titled in Ohio.

Step 2:

Complete an Ashland County Clerk of Courts Auto Title division Record Sufficiency Form and take it to the Auto Division, Ashland County Clerk of Courts. A deputy clerk will complete and sign Section 2 and return the original to you. You will need this form when you file your case with the Legal Division of the Ashland County Clerk of Courts.

Forms are available on the Clerk's website: www.ashlandcounty.org/clerkofcourts or you can pick up the form in person in the Title Division.

Step 3:

You will need to complete a Petition for Court-Ordered Title. Attach the original Title Division Record Sufficiency Form, copies of all of your documentation showing the efforts you made to contact the last-recorded owner and active lienholder for a Title, and copies of all additional paperwork you have to support your claim of ownership to the motor vehicle, watercraft, or outboard motor, such as a notarized bill of sale, manufacturers certificate of origin (MCO), and/or Certificate of Title. The fee for filing a Petition for Court-Ordered Title in Ashland County is \$80. This is a filing fee and is non-refundable.

Bring all of this information with you to the Legal Division of the Ashland County Clerk of Courts, located on the top floor of Ashland Common Pleas Court, 142 W. Second Street, Ashland, Ohio. A deputy clerk will file your documents and give you a receipt once you pay the \$80 fee. The deputy will assign a case number and make a copy of your paperwork for your records.

STEP 4.

The Court will schedule a hearing on your Petition and send you a notice of the hearing. YOU MUST ATTEND THIS HEARING. This is your opportunity to explain to the Court why you are requesting a certificate of title.

The Judge or Magistrate will listen and may also have questions. Before the hearing concludes, the Judge or Magistrate will explain what will happen next. Pay careful attention and be prepared to complete any tasks, file additional documents, or attend any further hearings the Court requires.

STEP 5.

If the Court decides to grant your petition, you will receive a certified copy of that court order from the Clerk's Office. It is important that you read the order and follow its instructions so that you can obtain your title. If the Court denies or dismisses your petition, you will not be able to receive a court-ordered title.

Neither the Clerk's Office nor the Court can provide you with legal advice. It is your responsibility to present your case to the Court. Even if you are not an attorney and choose to represent yourself, you are charged with knowledge of the law, the Rules of Civil Procedure, and the Court's Local Rules.



DEBORAH A. MYERS
Ashland County Clerk of Courts

Auto Title Division, 142 W. Second Street - Basement, Ashland, OH 44805

AUTO TITLE DIVISION RECORD SUFFICIENCY FORM

SECTION 1: TO BE COMPLETED BY PERSON REQUESTING RECORD. ASHLAND COUNTY RESIDENTS OR BUSINESSES ONLY. PRINT OR TYPE LEGIBLY.

A. All applicants must complete contact information; each field is required.

Applicant Name:

Street Address:

Company Name (if applicable):

City:

State: OHIO

Zip:

Email address:

Telephone:

I am in possession of the following:

☐ motor vehicle ☐ trailer weighing 4,001 pounds or more

☐ watercraft less than 14' in length/ outboard motor 10 HP and greater as described below:

YEAR (if known):

MAKE:

MODEL (if known):

VIN/HIN/MIN/SERIAL #:

ODOMETER READING (if applicable):

☐ Actual mileage

☐ Non-actual/unknown

B. I ☐ do ☐ do not have an original title in my possession. If you do have a title, please provide all of the following information. Otherwise, skip to Section C.

State of issuance:

County of issuance:

Title #:

Has ownership of the vehicle/watercraft been assigned to you on this title? ☐ Yes ☐ No

Seller/transferor name on front of title:

Seller/transferor street address:

Seller/transferor city, state, zip:

Is there an active lien noted on this title? ☐ Yes ☐ No

Lienholder name:

C. I did not receive a title, or the title I received was lost/stolen/destroyed. I have requested/am requesting a vehicle title record for use in connection with a civil, criminal, administrative, or arbitral proceedings in a court or agency of this state. I have completed and attached a copy of one of the following:

☐ BMV Records Request Form 1173

☐ Clerk of Courts Vehicle Title Record Request Form 1174

☐ Watercraft Records Search Request form DNR 8513

If you previously requested a vehicle/watercraft title record, attach proof of your demand for title that you delivered to the last-recorded owner and active lienholder, if applicable, including copies of your certified mail return receipts card or returned envelopes.

D. All applicants must sign and date: I certify that all information contained on this form and any attachments are true and accurate to the best of my knowledge and belief. I request that the Ashland County Clerk of Courts Auto Title Division determine if the evidence I have presented is sufficient to establish ownership such that an Ohio Certificate of Title be issued to me for the subject vehicle or watercraft.

Applicant Signature:

Date:

**Section 2: TO BE COMPLETED BY DEPUTY CLERK IN ASHLAND COUNTY CLERK OF COURTS
AUTO TITLE DIVISION. PRINT OR TYPE LEGIBLY.**

On this date, I have reviewed the information and evidence presented by the applicant, conducted a statewide title record search in APTS and have determined the following:

☐ No Ohio record found. (Explain the need for VIN inspection or provide inspection, if applicable.)

☐ Ohio Title record found. (Complete all applicable fields below.)

Title #:

Date vehicle/watercraft was Titled:

Is this a branded Title? ☐ Yes ☐ No

Branding type:

Last recorded owner name:

Owner address:

Owner City, State, ZIP:

Active lien on Title? (If yes, provide lienholder information.)

Active lienholder name:

Lienholder address:

Lienholder City, State, Zip:

Other notes:

The information and evidence presented by the applicant is insufficient for the administrative issuance of Certificate of Title by the Ashland County Clerk of Courts for the following reason(s):

The applicant has been provided a copy of the Ashland County Clerk of Courts Court-Ordered Title Instructions and Forms Packet and has completed the out-of-state vehicle inspection form (BMV4334), if applicable.

Printed Name:

Date:

Signature of Deputy Clerk:

Original to Applicant

Copy to Title Records

IN THE COURT OF COMMON PLEAS
ASHLAND COUNTY, OHIO
Deborah A. Myers, Clerk of Court

CASE NO. _____

IN THE MATTER OF:
COURT-ORDERED TITLE FOR

JUDGE DAVID R. STIMPert

PETITION FOR COURT-ORDERED
TITLE UNDER R.C. 4505.10

PRINT YOUR NAME HERE

Complete all requested information. Print legibly.

I, _____, appearing on my own behalf, respectfully petition this
Print your name

Court for an order directing the Ashland Count Clerk of Courts to issue a certificate of title
in my name to the motor vehicle, watercraft, or outboard motor more fully described
below.

I am the true and lawful owner of the _____
Year Manufacturer or Make

_____, (_____),
Model or Description VIN/HIN/SERIAL NUMBER

that is the subject of this petition, but have been unable to obtain a certificate of title in
my name for the following reason(s):

_____.

I acquired the vehicle, watercraft, or outboard motor on or about _____ in the
following manner: Date

_____.

In support of this petition, I have attached the following documentation providing evidence of my ownership and compliance with Ohio Revised Code Section 4504.10(A).

Check ALL that apply and include single-sided copies with this petition.

- ☐ Copy of bill of sale/receipt/MCO
- ☐ Copy of Auto Title Record Sufficiency Form
- ☐ Copy of proof of demand for title, certified mail return receipt card, or returned envelope
- ☐ Copy of prior certificate of title
- ☐ Photos or pencil tracing of VIN, HIN, serial number and odometer reading, reproduced on 8.5" x 11" paper
- ☐ Copy of cancelled check or credit card statement documenting my purchase
- ☐ Copy of BMV form 1173/1174 or DNR 8513 and results of records request
- ☐ Copy of out-of-state inspection form
- ☐ Copy of correspondence with previous owner/lienholder
- ☐ Other documentation not listed here: _____

By my signature below, I certify that the information I have presented is true and accurate to the best of my knowledge. I understand that providing false or misleading information to the Court may result in dismissal of my petition, a finding of contempt by this Court against me, or subject me to criminal penalties. I further understand that the Court is not obligated to grant my petition and that I am not entitled to any refund of the filing fee in the event my petition is not granted.

Your Signature

Your Complete Street Address, printed

Your Full name, printed

City, State, Zip Code, printed

Telephone number – daytime hours

Email Address, printed

IN THE COURT OF COMMON PLEAS
ASHLAND COUNTY, OHIO
GENERAL DIVISION

IN THE MATTER OF:
COURT-ORDERED TITLE FOR

_____ Case No. _____
Petitioner

CASE DESIGNATION SHEET - CIVIL

NOTICE: THIS CASE DESIGNATION SHEET MUST BE COMPLETED FOR THE FILING PARTY AND IT MUST BE FILED WITH THE CLERK WHEN THE PETITION IS FILED.

CASE DESIGNATION

- ☐ (CVA) PROFESSIONAL TORT
- ☐ (CVB) PRODUCT LIABILITY
- ☐ (CVC) ALL OTHER TORTS
- ☐ (CVD) WORKERS= COMPENSATION
- ☐ (CVE) FORECLOSURE
- ☐ (CVF) ADMINISTRATIVE APPEAL
- ☒ (CVHP) OTHER CIVIL: Please specify: Petition for Court-Ordered Title

