



## Sheila M. Bevington

Geauga County Clerk of Courts

**Legal Office** | 100 Short Court Street Ste. 300 | Chardon OH 44024 | 440-279-1960

**Title Office** | 12611 Ravenwood Drive Ste. 100 | Chardon OH 44024 | 440-279-1750  
courts.geauga.oh.gov | smbevington@geaugacourts.org

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

*This procedure is to be used only when the applicant is a resident of Geauga County.*

Anyone interested in a court ordered title must first explain their titling situation to the staff at the Geauga County Clerk of Courts Auto Title Office at 12611 Ravenwood Drive Ste. 100, Chardon, OH 44024 to determine if such legal action is necessary. Local law enforcement should be the initial contact if an abandoned vehicle on private property is involved.

**YOU MUST OBTAIN AN OSHP INSPECTION REQUEST FORM FROM THE AUTO TITLE OFFICE.  
A Deputy Clerk will sign the request for the Ohio State Highway Patrol to inspect the vehicle.**

- A. You first need to obtain a salvage inspection receipt by going to the Chardon License Bureau at 12611 Ravenwood Drive Ste. 120, Chardon, OH 44024 or Chesterland License Bureau at 12628 Chillicothe Rd., Chesterland, OH 44026 and paying the \$55.50 inspection fee. The License Bureau will provide a receipt for the inspection fee that also allows you to drive the vehicle to and from the State Patrol inspection site.
  1. Make an appointment with the Ohio State Highway Patrol Inspection Facility by calling Cuyahoga County: 216-265-1677 or Trumbull County: 330-898-2894 and please take your OSHP inspection request with you.
  2. Present the vehicle on the scheduled date with ALL documentation as to how you came into possession of the vehicle. Receipts, written estimates, repair orders, parts receipts, etc., will be reviewed for verification.
  3. Title history of the vehicle will be checked through BMV records to verify current ownership and lien status.
  4. CARFAX check will be done on the vehicle to check previous salvage history, previous state titles and any brand notices such as non-repairable title, mileage discrepancy, etc.
  5. N.I.C.B. records will be checked for stolen vehicle reports.
  6. Vehicle will be inspected to verify identity.
  7. The State Patrol will issue you a copy of a form HP-106.
- B. Prepare both the Application and the Affidavit form from the packet you were given. The Affidavit must be notarized.
- C. All of the information requested should be typed or printed on the form along with your explanation. The case designation sheet, application, affidavit and inspection documentation (Form HP-106) must be filed electronically through the Clerk of Courts e-Filing system.
- D. If all the requirements are met, the Judge may sign the Order which may be used to obtain a title to the vehicle. This filing and review process may take up to 120 days. If your application is approved, a Certified Copy of the Judge's order will be mailed to you. You must then take that certified copy to the Geauga County Title office, 12611 Ravenwood Drive Ste. 100, Chardon 44024 for the issuance of a certificate of title. You will be required to pay the appropriate titling fees and taxes at that time.

**NOTE: There is no guarantee that a Court Order will be granted. If your paperwork is incomplete or incorrect, you will receive a rejection notification with an explanation of said rejection via email.**

You will only receive a portion of your filing fee after mandated fees are disbursed.



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# COURT OF COMMON PLEAS GENERAL CASE DESIGNATION FORM

\_\_\_\_\_  
Primary Plaintiff

vs.

\_\_\_\_\_  
Primary Defendant

**Has this case been previously filed and dismissed?**

Yes

No

**Is there a companion or related case?**

Yes

No

If yes to either of the above, list previous/related case number and Judge:

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

\_\_\_\_\_  
Judge

### MALPRACTICE

- Chiropractic (1311)
- Dental (1311)
- Legal (1312)
- Medical (1311)
- Optometric (1311)
- Other \_\_\_\_\_

### OTHER TORT

- Motor Vehicle (1310)
- Consumer Relief (O.R.C. 1345) (1314)
- Product Liability (1330)
- Other \_\_\_\_\_

### ADMINISTRATIVE APPEAL

- Workers Compensation (1550)
- Other \_\_\_\_\_

### OTHER CIVIL

- Business Contract (1382)
- Real Estate Contract (1384)
- Cognovit (1390)
- Replevin (1500)
- Other Court Ordered Motor Vehicle Title

### REAL PROPERTY

- Foreclosure (1460)
- Quiet Title (1470)
- Partition (1480)
- Other \_\_\_\_\_

I certify that to the best of my knowledge, the within case is not related to any case now pending or previously filed, except as noted above.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Attorney of Record (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

PRECIPE  
Revised Code Sec. 2303.11

\_\_\_\_\_

Case No. \_\_\_\_\_

\_\_\_\_\_

Judge \_\_\_\_\_

Plaintiff

-vs-

\_\_\_\_\_

\_\_\_\_\_

Defendant

TO THE CLERK:

*Please issue a copy of the*

\_\_\_\_\_

\_\_\_\_\_

*In the above-titled case*

*Directed to*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ by

FED EX

CERTIFIED MAIL

ORDINARY MAIL

PERSONAL SERVICE

RESIDENTIAL SERVICE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Party

IN THE COURT OF COMMON PLEAS  
GEAUGA COUNTY, OHIO

IN RE: PETITION FOR MOTOR VEHICLE )  
CERTIFICATE OF TITLE )

Judge:

Case No:

\_\_\_\_\_  
Petitioner's Full Name )

**PETITION**  
(ORC 4505.10)

\_\_\_\_\_  
Petitioner's Address )

\_\_\_\_\_  
City, State, Zip Code

The undersigned, \_\_\_\_\_, a resident of Geauga County, Ohio, petitions this Court for an order directing the Geauga County Clerk of Courts Auto Title Office to issue, pursuant to ORC Section 4505.10(A), a motor vehicle certificate of title in Petitioner's name as true and lawful owner of the motor vehicle more fully described as follows:

Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ Color \_\_\_\_\_ VIN \_\_\_\_\_

In support of this Petition, the Court will find attached and incorporated herein Petitioner's Affidavit, setting forth the circumstances under which Petitioner came into possession of the subject motor vehicle; the facts that support issuance of a motor vehicle certificate of title in Petitioner's name; and documents and other evidence that show Petitioner's compliance with the requirements of R.C. 4506.10(A) and otherwise support Petitioner's claim of entitlement to ownership of the described vehicle.

Respectfully submitted,

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Petitioner's Printed Name and Phone Number

IN THE COURT OF COMMON PLEAS  
GEAUGA COUNTY, OHIO

IN RE: PETITION FOR MOTOR VEHICLE CERTIFICATE OF TITLE

Judge:

\_\_\_\_\_  
Petitioner's Full Name

Case No:

STATE OF OHIO, COUNTY OF GEAUGA, SS:

**AFFIDAVIT** (ORC 4505.10)

The undersigned, \_\_\_\_\_, having been first duly sworn and cautioned, states as follows to the best of my personal knowledge and belief.

1. I am petitioning this Court to order the Geauga County Clerk of Courts Auto Title Office to issue in my name a certificate of title for the motor vehicle fully described in my petition and now in my possession and under my control.

2. The described motor vehicle is not an "abandoned junk motor vehicle" as defined in ORC Section 4513.63 and therefore subject to the procedures set forth in that statute.

3. I am not the owner of a repair garage or a place of vehicle storage required to follow the procedures set forth in Section 4505.101 if the value of the subject vehicle is less than \$3,500.00

4. I am not a pawnbroker required to follow the procedures set forth in ORC Section 4505.102.

5. I am not the operator of a manufactured home park required to follow the procedures set forth in ORC 1923 and 3733.

6. I applied to the Geauga County Clerk of Courts Auto Title Office for a certificate of title, but issuance was refused because I was unable to produce the documentation required by ORC 4505.10.

7. The circumstances by which I came into possession of the described motor vehicle are outlined in the attachment to this Affidavit.

(Note: State how you obtained the motor vehicle. If purchased, give the date of the sale, who sold you the vehicle and how much you paid for it. Attach a copy of your receipt, cancelled check, bill of sale or other documentation. State what steps you have taken to obtain the prior certificate of title from the owner. Attach copies of the correspondence to the prior owner along with certified mail receipts to show proof of your attempt. Attach any other documentation you believe supports your request)

8. I have requested a records search be completed by the Geauga County Auto Title office, to be submitted to the Clerk of Courts. I am not aware of any lien on the motor vehicle other than as listed in the attached report, nor do I have any reason to believe said motor vehicle has been stolen.

9. In furnishing this affidavit, I acknowledge my understanding that to knowingly make a false statement in any official proceeding and to swear to or affirm the truth of a false statement before a notary public or other person empowered to administer oaths may constitute the criminal offense known as falsification, a misdemeanor of the first degree.

Further, Affiant sayeth naught.

\_\_\_\_\_  
Affiant/Petitioner's Signature

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Commission

Expiration: \_\_\_\_\_



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## OSHP INSPECTION REQUEST

To: The Ohio State Highway Patrol  
District Inspection Station

From: Sheila M. Bevington, Geauga 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 proper documentation or evidence for us to issue a title.

Therefore, we have recommended that this customer apply to the Geauga County Court of Common Pleas 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 Geauga County Clerk of Courts Auto Title Office at 440-279-1750.

\_\_\_\_\_  
Deputy Clerk Printed Name

\_\_\_\_\_  
Deputy Clerk Signature

IN THE COURT OF COMMON PLEAS  
GEAUGA COUNTY, OHIO

IN RE: PETITION FOR MOTOR VEHICLE  
CERTIFICATE OF TITLE

Judge:

Case No:

\_\_\_\_\_  
Petitioner's Full Name

)  
) **JUDGMENT ENTRY**

This cause was considered by the Court \_\_\_ upon hearing, \_\_\_ ex parte upon the Petition, Affidavit and exhibits presented by the Petitioner, asking the Court to order the Geauga County Clerk of Courts Auto Title Office to issue, pursuant to R.C. 4505.10(A), a motor vehicle certificate of title in Petitioner's name as true and lawful owner of the motor vehicle described as follows:

Make/Model \_\_\_\_\_  
Prior Title No. (if available) \_\_\_\_\_  
Year \_\_\_\_\_ Color \_\_\_\_\_ VIN \_\_\_\_\_

The Court finds that the evidence is sufficient to require the certificate of title to the described vehicle to be issued in Petitioner's name. The Court finds the Petition to be well taken and grants the same.

The Court hereby ORDERS the Geauga County Clerk of Courts Auto Title Office to issue in Petitioner's name a motor vehicle certificate of title for the vehicle described herein. Petitioner shall present a copy of this order to the Clerk of Courts Auto Title Office when applying for the certificate of title. If, at the time of the application, there appears from the records of the Clerk to be any lien on the motor vehicle, the certificate of title shall contain a statement of the lien unless the application is accompanied by proper evidence of its extinction; all in accordance with R.C. 4505.10(A). The Clerk shall collect any applicable application fees and taxes at the time of the application for the certificate of title are made.

Petitioner shall pay all court costs.

\_\_\_\_\_  
Judge