

INSTRUCTIONS FOR APPLYING FOR A COURT ORDERED MOTOR VEHICLE CERTIFICATE OF TITLE – RICHLAND COUNTY RESIDENTS ONLY

If you have requested a certificate of title for a motor vehicle through the Richland County Auto Title Department **and been denied**, you may be able to receive a court ordered certificate of title by complying with the following instructions:

1. IF THE PRIOR OWNER/TITLE HOLDER IS **DECEASED**, PLEASE APPLY DIRECTLY THROUGH THE **RICHLAND COUNTY PROBATE COURT**.
2. Complete a Motion for Certificate of Title form. You may pick up a form at the Richland County Clerk of Courts, 50 Park Avenue East, Mansfield, Ohio, 2nd Floor. It is important that you provide a telephone number where you can be reached during business hours in case the court needs to clarify or request more information from you. Sign your Motion for Certificate of Title in the presence of a notary public and have it notarized. **PLEASE DO NOT ASK CLERK OF COURTS OR COURT PERSONNEL TO NOTARIZE YOUR MOTION FOR CERTIFICATE OF TITLE FORM.**
3. Collect any evidentiary documentation you wish the court to consider, such as a prior title, bill of sale, receipt for a vehicle, cancelled check, receipts for parts or repairs, etc. If a document has information on both sides, please copy both sides of the document. Submit photocopies to the Clerk of Courts with your completed Motion for Certificate of Title Form. **PLEASE RETAIN YOUR ORIGINAL DOCUMENTS FOR YOUR RECORDS.**
4. Prepare a detailed affidavit. **WHEN YOU SWEAR OUT AN AFFIDAVIT YOU ARE UNDER OATH TO BE COMPLETELY TRUTHFUL. MAKING FALSE STATEMENTS IN AN AFFIDAVIT PRESENTED TO A COURT IS PUNISHABLE AS PERJURY.** In numbered paragraphs, describe the factual circumstances that led to you being in possession of the vehicle without a certificate of title. Please include the name of the prior title holder or person from whom you acquired possession of the vehicle. If you have included copies of any of the documents described in paragraph 2, please identify each document and state that it is a “true and accurate copy” of the original. Sign your affidavit in the presence of a notary public and have it notarized. **PLEASE DO NOT ASK CLERK OF COURTS OR COURT PERSONNEL TO NOTARIZE YOUR AFFIDAVIT.**
5. File your completed, notarized Motion for Certificate of Title form, evidentiary documents, affidavit **and non-refundable \$300.00 filing fee** with the Richland County Clerk of Courts, 50 Park Avenue East, Mansfield, Ohio, 2nd Floor. This fee has been set by the General Divisions of the Richland County Common Pleas Court.
6. It may take 3 to 6 months or more for the court to issue an order regarding your Motion for Certificate of Title. Some vehicles may require inspection by the Ohio Highway Patrol or other entities, at an additional fee. The filing fee is non-refundable. There is no guarantee that the court will be able to order that a title be issued.