

INSTRUCTIONS

(Application for Issuance of Title)

1. The attached forms are available for the convenience of the applicant. Use of these forms does not imply that correct substantive or procedural safeguards are fulfilled. Transfers of title by this method are done at the risk of the applicant.

2. Proof of ownership or right to possess the vehicle must be provided to the Court. Applicants should provide proof of payment or other documents to establish entitlement to the vehicle. Examples include cancelled checks; receipts for payment; bills of sale; or other written proof of purchase.

3. If no other written proof of payment is available, the applicant may submit a signed and notarized statement from the former owner authorizing the transfer of title. A description of the vehicle should be included in this statement.

4. The Vehicle Identification Number must be provided and verified. This is accomplished at the Title Department on Wagner Avenue. The Deputy Clerk must sign your application prior to its filing.

5. In the absence of other proof as described above, the Applicant shall publish notice in a local newspaper of the Applicant's intention to seek the transfer of title. A form for the notice is attached. The notice must contain the hearing date and time when the Court will consider the application. The date and time can be obtained from the staff of the Court of Common Pleas. Publication costs are the responsibility of the applicant.

6. Applicant shall provide the Court, either with the Application or at the Hearing, evidence of the fair market value of the property by: (i) appraisal by disinterested dealer, (ii) Kelley Blue Book (www.kbb.com), or (iii) National Automobile Dealers Association (www.nada.org).

7. The process of granting titles to motor vehicles is within the discretion of the Court and subject to equitable principles. The extent of proof necessary to convince the Court to grant a motor vehicle title is determined on a case-by-case basis as directed by the Court.

IN THE COMMON PLEAS COURT OF DARKE COUNTY, OHIO

IN THE MATTER OF ISSUANCE : **CASE NO.** _____
OF A CERTIFICATE OF TITLE FOR :
_____ :
_____ : **APPLICATION FOR**
_____ : **ISSUANCE OF TITLE**

The undersigned represents that I currently have in my possession the following described vehicle/watercraft:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____
Mileage: _____ Manufacturer's Serial No.: _____

The vehicle / watercraft came into my possession in the following manner (such as purchase or abandonment, and give reasons for not receiving title; date acquired, attach proof of purchase, etc): _____

The identity and address of the former owner(s) are as follows: _____

The undersigned has no knowledge of any lien(s) which encumber the title to the vehicles.

A check has been conducted at the Title Department to verify the Manufacturer's Serial Number as set for above.

Signature of Deputy Clerk

WHEREFORE, the undersigned requests that the Clerk of Courts for Darke County, Ohio, be directed to issue a title to the undersigned for the vehicle / watercraft. Costs will be taxed to the Applicant.

Applicant Printed Name

Applicant's Signature

Street Address

City and Zip Code

Phone Number

IN THE COMMON PLEAS COURT OF DARKE COUNTY, OHIO

IN THE MATTER OF ISSUANCE : **CASE NO.** _____
OF A CERTIFICATE OF TITLE FOR :
_____ :
_____ :
_____ : **NOTICE OF HEARING**

TO: _____, or other persons having any interest in the following described motor vehicle:

You will take notice that an application for issuance of title has been filed by _____ for the following motor vehicle:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____

Mileage: _____ Manufacturer's Serial No.: _____

The application will be considered by the Darke County Common Pleas Court (General Division), on _____, 20__ at _____ m. Any persons having an interest in said motor vehicle should appear at the hearing and prove their interest therein or the title issuance will be granted as requested.

Travis L. Flichman, Judge

Applicant

NOTE: This notice must be served upon the prior owner and any current lienholder(s) by Certified Mail of the United States Postal Service, return receipt required OR published once per week for two consecutive weeks in The Daily Advocate, The Early Bird or Versailles Policy. Service and/or Publication is at the Applicant's expense. Proof of Service or Publication must be returned to the Court prior to the hearing date.

IN THE COMMON PLEAS COURT OF DARKE COUNTY, OHIO

IN THE MATTER OF ISSUANCE : **CASE NO.** _____
OF A CERTIFICATE OF TITLE FOR :
_____ :
_____ : **ORDER DIRECTING**
_____ : **ISSUANCE OF TITLE**

This matter is before the Court upon the Application of _____
for an Order of this Court directing the Clerk of Courts to issue to said Applicant a Certificate of
Title for the following described vehicle / watercraft:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____

Mileage: _____ Manufacturer's Serial No.: _____

The Court finds that Applicant obtained possession of the vehicle by _____
from _____ and that the title cannot be obtained for the following
reasons: _____.
Further, said vehicle / watercraft is unencumbered.

Current vehicle fair market value is \$ _____.

IT IS THEREFORE ORDERED AND DECREED that the Clerk of Courts of this
county shall issue a certificate of title to the Applicant for the above described vehicle/watercraft.
Costs taxed to the Applicant.

Travis L. Flieman, Judge

Applicant's Name

Street Address

City and Zip Code

IN THE COMMON PLEAS COURT OF DARKE COUNTY, OHIO

IN THE MATTER OF ISSUANCE : **CASE NO.** _____
OF CERTIFICATE OF TITLE FOR :
_____ : **Travis L. Flieman, Judge**
_____ :
_____ : **REQUEST FOR SERVICE**

The undersigned hereby requests that service of the pleadings herein be made upon the following individuals/entities by certified US Mail, return receipt requested:

_____ name and address of other party

_____ name and address of other party

_____ name and address of other party

_____ Name of party filing motion

Options for service:

- (1) certified U.S. Mail, return receipt requested; or
- (2) personal service by the Darke County Sheriff (additional \$25 fee per person); or
- (3) personal service by process server at your own expense (Court approval required).

NOTE: The person filing this Request has the duty to make sure that service is completed. Checking to see if service has been completed prior to the hearing is recommended.

IN THE COMMON PLEAS COURT OF DARKE COUNTY, OHIO

IN THE MATTER OF ISSUANCE : **CASE NO.** _____
OF A CERTIFICATE OF TITLE FOR :
No. 1 _____ :
No. 2 _____ : **APPLICATION FOR**
No. 3 _____ : **ISSUANCE OF TITLES**
No. 4 _____ :

Vehicle No. 1:

The undersigned represents that I currently have in my possession the following described vehicle/watercraft:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____

Mileage: _____ Manufacturer's Serial No.: _____

The vehicle / watercraft came into my possession in the following manner (such as purchase or abandonment, and give reasons for not receiving title; date acquired, attach proof of purchase, etc): _____

The identity and address of the former owner(s) are as follows: _____

Vehicle No. 2:

The undersigned represents that I currently have in my possession the following described vehicle/watercraft:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____

Mileage: _____ Manufacturer's Serial No.: _____

The vehicle / watercraft came into my possession in the following manner (such as purchase or abandonment, and give reasons for not receiving title; date acquired, attach proof of purchase, etc): _____

The identity and address of the former owner(s) are as follows: _____

Vehicle No. 3:

The undersigned represents that I currently have in my possession the following described vehicle/watercraft:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____
Mileage: _____ Manufacturer's Serial No.: _____

The vehicle / watercraft came into my possession in the following manner (such as purchase or abandonment, and give reasons for not receiving title; date acquired, attach proof of purchase, etc): _____

The identity and address of the former owner(s) are as follows: _____

Vehicle No. 4:

The undersigned represents that I currently have in my possession the following described vehicle/watercraft:

Year: _____ Make: _____ Model: _____ H.P.: _____ Length: _____
Mileage: _____ Manufacturer's Serial No.: _____

The vehicle / watercraft came into my possession in the following manner (such as purchase or abandonment, and give reasons for not receiving title; date acquired, attach proof of purchase, etc): _____

The identity and address of the former owner(s) are as follows: _____

The undersigned has no knowledge of any lien(s) which encumber the title to the vehicles.

A check has been conducted at the Title Department to verify the Manufacturer's Serial Numbers as set for above.

Signature of Deputy Clerk

WHEREFORE, the undersigned requests that the Clerk of Courts for Darke County, Ohio, be directed to issue a title to the undersigned for the vehicle / watercraft. Costs will be taxed to the Applicant.

Applicant Printed Name

Applicant's Signature

Street Address

City and Zip Code

Phone Number

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