

TITLE OFFICE  
1616 E. Wooster St., Unit 16  
Bowling Green, OH 43402  
(419) 354-9180  
Fax (419) 354-1322  
Hours: 8:30 – 4:30 M-F  
9:00 – 12:00 Sat.



# Cindy A. Hofner

WOOD COUNTY CLERK OF COURTS

LEGAL OFFICE  
One Courthouse Square, 2<sup>nd</sup> Fl.  
Bowling Green, OH 43402  
(419) 354-9280  
Fax (419) 354-9241  
Hours: 8:30 – 4:30 M-F

## Application Instructions for a Court Ordered Motor Vehicle Certificate of Title

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### Disclaimer:

1. This information is to be used only if the applicant is a resident of Wood County
2. This guide to obtain a court ordered title has been compiled for purposes of providing an example only. Please consult with your legal counsel as the Clerk of Courts is not authorized to provide legal advice!
3. All information as to locations, hours of operation, fees and processes are accurate as we know it upon the delivery of this packet to you.
4. Finally, This process does not guarantee a Certificate of Title will be court ordered. Once the process has been submitted to the Court, it is their discretion for the final approval.

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### **Requesting the Court to order the issuance of a certificate of title is an available remedy if any of the following limited circumstances exist:**

**Lost or Stolen Title:** The certificate of title is lost or stolen and a duplicate is no longer available from the Wood County Title Department. The required application/affidavit must be filed by the party requesting the duplicate title. The applicant must conduct a record search for “last known address” and “title lien holder information” on the active title

**Incomplete Sale:** There is proof of the transaction and the previous owner of record has not provided the certificate of title. Documentation must be submitted showing there has been an effort made, by certified mail, to contact the prior owner requesting a title to be provided. The applicant must conduct a record search for “last known address” and “title lien holder information” on the active title.

**Repair Garage or Place of Storage:** Only when the value of the vehicle exceeds \$3500.00, after the deduction of storage and repair costs, can the court consider an order. If the value of the vehicle is less than \$3500.00, the owner of the repair garage or place of storage may obtain a title through a separate process; please contact your attorney or review the BMV website.

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- If after you have presented all documents and evidence to the **Wood County Title Office** including a pencil tracing or a digital picture of the VIN# (Vehicle Identification Number) of the vehicle and the evidence is sufficient, the Title Office will issue a Certificate of Title.

**If the documentation is insufficient and the Title Office is unable to process a Title; you will be provided a “Court Ordered Title packet” and you will need to follow the process listed below:**

- You are required to provide a pencil tracing or a digital picture of the VIN # (Vehicle Identification Number) of the vehicle.
- Submit OBMV’s Record Request (BMV Form #1173) for search for “Last Known Address” and “Copy of Title Record”. The fee to search both is \$10.00. Make a check out to the Ohio Treasurer of State for \$10.00 and mail form and payment to the address on the bottom of the form.
- A deputy clerk will sign the request form for the **Ohio State Highway Patrol** to inspect the vehicle after the customer has filled out the pertinent information (name & VIN number) of the vehicle in question.
- Applicant will need to obtain and pay for from the Deputy Registrar’s office, located at 1616 E Wooster Street, Unit # 30, Bowling Green, OH 43402 a “**Salvage Inspection Receipt**”. Cost for the inspection is \$53.50.
- You are required to make an appointment for the OSHP inspection. The closest inspection station is **District 1-Findlay, 8210 County Road 140, Suite D, Findlay, OH 45840. Phone #419-423-2957.** Please Note: Watercraft must be inspected by the Ohio Department of Natural Resources. Make arrangements for inspection through an inspection station at the Maumee Bay Field Office, 1400 State Park Road, Oregon, OH 43618, phone 419-836-6003.

- Take with you to your appointment: the vehicle that requires the inspection; form labeled “**BMV Inspection Request form**”; and the “**Salvage Inspection Receipt**”. The receipt allows the customer to drive the vehicle to/from the Inspection Station without a license plate.
- After you have received your request for record search(s) back from BMV; and, the results from the OSHP inspection, you are now able to complete the APPLICATION FOR ORDER TO ISSUE CERTIFICATE OF TITLE; **this form is an affidavit and requires a signature of a notary public** (any financial institution or auto dealership should have a notary available).
- Submit the completed APPLICATION, the INSPECTION RESULTS; the JOURNAL ENTRY with pertinent information filled out, and all evidence, to the **Wood County Clerk of Courts—Legal Division 2<sup>nd</sup> Floor, Wood County Courthouse, 1 Courthouse Square, Bowling Green, OH 43402**. Please attach any and all additional information that you have concerning the vehicle in question. **You must complete this step within 60 days of inspection.**
- The filing fee for this process is \$300.00 per Local Court Rule 3.04 (cash, check or credit card) and is payable to the “Wood County Clerk of Courts”. This amount will be collected upon filing of the application. Any funds not used will be refunded at the termination of the case.
- If the COURT ORDER TO ISSUE A CERTIFICATE OF TITLE is signed by the Judge, you will be mailed a certified copy. This process will take approximately 90-120 days.
- Take the certified copy of the court order to the **Wood County Clerk of Courts, Auto Title Department** for issuance of a title.
- You will be responsible for sales tax and title fees associated with the certificate of title transaction

### **Wood County Auto Title Office Location**

Under the direction of the Wood County Clerk of Courts

1616 East Wooster Street, Unit 16  
Bowling Green, OH 43402  
419-354-9180

Hours of Business: Monday through Friday-8:30-4:30 P.M. Saturday—9:00 A.M. to Noon

**Bureau of Motor Vehicles Located in Wood County**  
**Under the director of the Department of Public Safety,**  
**Registrar, Charles Norman**

Agency #8712\*\*\*  
 1616 E. Wooster St.  
 Suite 30  
 Bowling Green, OH 43402  
 (419) 354-2886

8:00-5:30 Monday  
 8:00-5:00 Tues. - Fri.  
 8:00-2:00 Saturday

Agency #8713  
 26611 N. Dixie Hwy.  
 Suite 125  
 Perrysburg, OH 43551  
 (419) 874-7575

8:00-5:30 Monday  
 8:00-5:00 Tues. - Fri.  
 8:00-noon Saturday

**OHIO STATE HIGHWAY PATROL INSPECTION STATIONS**  
**Under the direction of the Department of Public Safety**  
**Director, Thomas Stickrath, J.D.**

<b>DISTRICT &amp; CITY</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Findlay--District #1	8210 County Road #D, C.R 140	419-423-2957
Bucyrus--District #2	1653 Marion Road	419-563-0272
Seville--District #3	8730 Lake Road	330-769-5089
Southington--District #4	3424 Parkman Road	330-898-2894
Troy-District #5	1275 Experiment Farm Road	937-335-6412
Columbus-District #6	1583 Alum Creek Drive	614-644-1667
New Concord--District #7	95 Wildflower Dr.	740-826-1030
West Chester--District #8	9971 Cincinnati-Dayton Road	513-777-5547
Jackson-District #9	25 McCarty Lane	740-286-3457
Brook Park-District #10	5225 W 140th Street	216-265-1677

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WOOD COUNTY OHIO  
Packet of Information for  
RESIDENTS OF THE COUNTY  
Seeking a  
COURT ORDERED TITLE

Enclosed you will find the following:

- Application Instructions
- Title Office locations and hours of operation
- Bureau of Motor Vehicle locations
- Ohio State Highway Patrol locations
- OSHP Inspection Request
- Application for ORDER TO ISSUE CERTIFICATE OF TITLE
- ORDER TO ISSUE CERTIFICATE OF TITLE

Located in this packet are all of the necessary forms to apply for a COURT ORDERED TITLE. Please note that there are two divisions within the office of the Clerk of Courts; and, this process causes you to interact with both the Legal and the Title Divisions. In addition you will be caused to interact with the Bureau of Motor Vehicles and the Ohio State Highway Patrol.

<http://clerkofcourt.co.wood.oh.us> • [clerkofcourts@co.wood.oh.us](mailto:clerkofcourts@co.wood.oh.us)