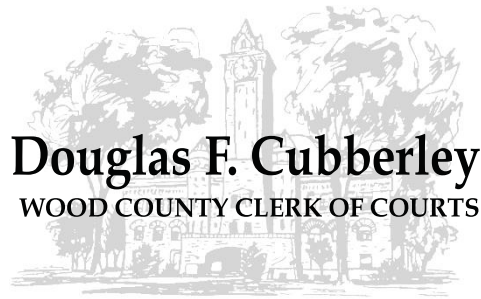


TITLE OFFICE
1616 E. Wooster St., Unit 16
Bowling Green, OH 43402
(419) 354-9180
Fax (419) 354-1322



LEGAL DEPARTMENT
One Courthouse Square, 2nd Floor
Bowling Green, OH 43402
(419) 354-9280
Fax (419) 354-9241

Motor Vehicle Court Order Instructions

The Title office has determined that your remedy will need to be a Court Order approved by a Judge, follow these steps to obtain necessary paperwork to file.

- 1- Provide the title office with a digital picture of the vehicle identification number to research.
- 2- Complete the OHIO BMV Record Request Form #1173 to search Last Known Address and Copy of Title Record. Make a \$10.00 check out to the Ohio Treasurer of State and mail form and payment to the address on the form.
- 3- Once the BMV returns results of searches, send a letter to comply by certified mail with return receipt requested to the current addresses of owner and lien holder.
- 4- Complete the Application for Order to Issue Certificate of Title; this form is an affidavit and requires notarization.
- 5- Return the BMV results and certified results to the title office supervisor. The title office supervisor and Clerk of Courts will determine if the Ohio State Patrol needs to verify the vehicle identification number. If yes:
 - a) The title office employee will sign complete and sign the BMV Inspection Request Form for the Ohio State Highway Patrol to inspect the vehicle.
 - b) The applicant will need to obtain a Salvage Inspection Receipt from the BMV next to title office. Cost is approximately \$55.00. The appointment information is included. The receipt allows driving the vehicle to/from the inspection station without a license plate.

Filing your paperwork

File at the Wood County Clerk of Courts—Legal Division *2nd Floor, Wood County Courthouse, 1 Courthouse Square, Bowling Green, OH 43402.*

BRING WITH YOU THE FOLLOWING:

- 1) Notarized application & Court Order Copy – both completed with all pertinent information
- 2) Copy of the BMV Record Request Form & Record Results Forms
- 3) Certified signed mailers or results showing undeliverable
- 4) Ohio State Patrol – VIN inspection if required
- 5) Any other pertinent information to prove your case
- 6) Filing fee of \$300.00 per Local Court Rule 3.04 (cash, check or credit card) Unused funds are returned once case is terminated
- 7) Digital picture of vehicle identification number