Revised Court Order Process – **Effective July 1, 2013**

Customer makes initial inquiry to the Clerk of Courts Auto Title Division

Customer reviews BMV 3753 Information Sheet to determine if their situation may be reviewable by the BMV.

If **YES**, Customer submits required evidence to the BMV in accordance to the BMV 3753 form.

BMV reviews customer's situation and issues an authorization or denial letter.

Authorization Letter Given
The customer brings the letter to the Clerk of Courts office to have a title issued.

Denial Letter Given
The customer must initiate the process for a possible court-ordered title.

If **NO**, Customer is given a court order packet to begin Court Order Title Process. There can be no assurance that the Court will grant an Order for the Clerk to issue a motor vehicle title. Customer is encouraged to seek assistance of legal counsel.

Customer completes Lien Holder Record Search - $5.00 fee
Customer is provided name and address of lien holder by Clerk of Courts office. The Clerk of Courts form with lien-holder information will be a necessary exhibit to attach to Customer's petition.

Customer completes Record Search for Vehicle Owner and last known address - $5.00 fee
Customer submits BMV 1173 form to BMV with payment. BMV will mail results (BMV 2433 form) to customer within 15 business days. BMV Form 2433 will be a necessary exhibit to attach to Customer's petition.

Customer completes certified mailing to vehicle owner and applicable lien holders.
Customer must wait 15 business days for a response by all parties. **Proof of certified mailing will be a necessary exhibit to attach to Customer's petition.**

Owner or Lien Holder does **NOT** respond:
Customer obtains Salvage Inspection Receipt from Deputy Registrar - $53.50 fee

Owner or Lien Holder **DOES** respond:
Customer works with responding parties to obtain Certificate of Title.

Customer has the vehicle inspected by the State Highway Patrol and obtains a HP106 form. The Highway Patrol form will be a necessary exhibit to attach to Customer's petition.

Customer submits exhibits and files petition for Court Order Packet in the Clerk of Courts General Division. Exhibits, Affidavit and Petition must all be filed with the Clerk before seeing the Judge.

Court Order **is** granted:
Customer files the court order with the General Division, is given a certified copy of order and proceeds to the Clerk of Courts Title Office for Certification of Title.

Court Order is **NOT** granted:
Customer is advised to seek legal advice/counsel.

MARYELLEN O'SHAUGHNESSY
CLERK OF COURTS
FRANKLIN COUNTY
OHIO