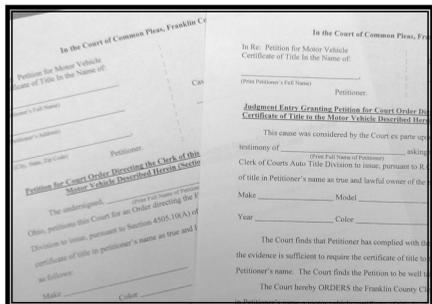


# Insufficient Evidence?



## Insufficient evidence to obtain a certificate of title?

Let us help make your court ordered titling process as simple as possible!

Service is a key component of the work Auto Title Staff provides to our customers. We want to ensure your experience with our office is a positive one. Call our DEDICATED TITLE HELP LINE. Talk with one of our customer service professionals. We want your motor vehicle title transfer to be accurate and processed here in Franklin County.

Thank you.

**Maryellen O'Shaughnessy**  
Franklin County Clerk of Courts



## What steps do I need to take to obtain a court ordered title in Franklin County?

1. Visit a Clerk of Courts Auto Title office to obtain a court order packet and request a lien holder record search.  
Fee: \$5.00 Forms are available at any of our four title offices. Visit [www.franklincountyohio.gov/clerk](http://www.franklincountyohio.gov/clerk) for a list of our locations.
2. Request the last known address of the vehicle owner by submitting BMV 1173 form to the BMV.  
Fee: \$5.00 BMV 1173 form can be accessed at [www.bmv.ohio.gov](http://www.bmv.ohio.gov) or by calling (614) 752-7671. Allow 15 days for processing. Results will be mailed to you on a BMV 2433 form. Please retain this form to include with your petition to the court.
3. Mail a certified letter to current owner and lien holder apprising them of your intention to petition the court for a Certificate of Title.  
Allow 15 days for parties to respond. Please retain copies of letters and return mail receipts to include with your petition to the court.
4. Visit a BMV Deputy Registrar's office to purchase an Ohio State Highway Patrol (OSHP) Inspection Receipt (BMV 105 form).  
Fee: \$53.50 Visit [www.bmv.ohio.gov](http://www.bmv.ohio.gov) for a list of locations.
5. Schedule your OSHP inspection by calling the Ohio State Highway Patrol at (614) 644-1667.  
Please retain the HP106 form you are provided to submit with your petition to the court.  
Visit [www.bmv.ohio.gov/salvage\\_inspection.stm](http://www.bmv.ohio.gov/salvage_inspection.stm) for details.
6. File Your Petition to the Court of Common Pleas by visiting the Clerk of Courts General Division located at 345 S. High St., 1st Floor.  
Fee: \$35.00 Forms and instructions are provided in court order packet. You will be directed to a judge after filing your petition.
7. Appear Before the Common Pleas Court Judge  
If your petition is granted, the Judge will sign the Judgment Entry and direct you to the General Division.
8. File Your Judgment Entry in the Clerk of Courts General Division  
Fee: \$1.00 Please request a certified copy of the Judgment Entry to present to the title office for your Certificate of Title.
9. Return to the Clerk of Courts Auto Title office to make application for Certificate of Title  
Title fees and applicable sales tax apply. Please remember to bring your certified copy of the Judgment entry and a valid photo identification to our office.

## Need Forms or Have Questions?

Call our DEDICATED TITLE HELP LINE at (614) 525-3090 or [www.franklincountyohio.gov/clerk](http://www.franklincountyohio.gov/clerk)