



SHEILA BEVINGTON

Geauga County Clerk of Courts

Legal Office
100 Short Court Ste. 300
Chardon, Ohio 44024

Title Office
470 Center St. Bldg. 8
Chardon, Ohio 44024

INSTRUCTIONS FOR APPLYING FOR A COURT ORDERED MOTOR VEHICLE CERTIFICATE OF TITLE

This procedure is to be used only when the applicant is a resident of Geauga County

Anyone interested in a court ordered title must first explain their titling situation to the staff at the Geauga County Clerk of Courts Auto Title Office at 470 Center St. Bldg. #8, Chardon, OH 44024 to determine if such legal action is necessary. Local law enforcement should be the initial contact if an abandoned vehicle on private property is involved.

YOU MUST OBTAIN AN OSHP INSPECTION REQUEST FORM FROM THE AUTO TITLE OFFICE! A Deputy Clerk will sign the request for the Ohio State Highway Patrol to inspect the vehicle.

- A. You first need to obtain a salvage inspection receipt by going to the Chardon License Bureau at 602 South St., Ste. B-6, Chardon, OH 44024 or Chesterland License Bureau at 12628 Chillicothe Rd., Chesterland, OH 44026 and paying the \$55.50 inspection fee. The License Bureau will provide a receipt for the inspection fee that also allows you to drive the vehicle to and from the State Patrol inspection site.
1. Make an appointment with the Ohio State Highway Patrol Inspection Facility by calling Cuyahoga County: 216-265-1677 or Trumbull County: 330-898-2894 and please take your OSHP inspection request with you.
 2. Present the vehicle on the scheduled date with ALL documentation as to how you came into possession of the vehicle. Receipts, written estimates, repair orders, parts receipts, etc., will be reviewed for verification.
 3. Title history of the vehicle will be checked through BMV records to verify current ownership and lien status.
 4. CARFAX check will be done on the vehicle to check previous salvage history, previous state titles and any brand notices such as non-repairable title, mileage discrepancy, etc.
 5. N.I.C.B. records will be checked for stolen vehicle reports.
 6. Vehicle will be inspected to verify identity.
 7. The State Patrol will issue you a copy of a form HP-106.

B. Prepare both the Application and the Affidavit form from the packet you were given. The Affidavit must be notarized. The Clerk of Courts' offices can notarize this document for you when you appear in person along with proper identification. All of the information requested

should be typed or printed on the form along with your explanation. Present your application, affidavit and inspection documentation (Form HP-106) to the Clerk of Courts Legal Department, along with your filing fee/deposit of \$265.00. The Clerk's office will present everything to the Judge for a non-oral hearing upon the documentation submitted.

C. If all the requirements are met, the Judge may sign the Order which may be used to obtain a title to the vehicle. This filing and review process may take up to 120 days. If your application is approved, a Certified Copy of the Judge's order will be mailed to you. You must then take that certified copy to the Geauga County Title office, 470 Center St., Bldg. #8, Chardon 44024 for the issuance of a certificate of title. You will be required to pay the appropriate titling fees and taxes at that time.

NOTE: There is no guarantee that a Court Order will be granted. If your paperwork is incomplete or incorrect, all documents will be returned to the requesting party and the action will be terminated. You will only receive a portion of your filing fee after mandated fees are disbursed.