

APPENDIX E (LOCAL RULE 5.21)

(SAMPLE) PETITION

IN THE COURT OF COMMON PLEAS
BUTLER COUNTY, OHIO

**PETITION FOR COURT-ORDERED TITLE
AND PRAECIPE FOR SERVICE**

PETITIONER NAME
PETITIONER ADDRESS
CITY, STATE AND ZIP CODE
(Petitioner)

BODY OF THE COMPLAINT

(Statement of what you are requesting from the Court)

PETITIONER NAME (SIGNED)
PETITIONER NAME (PRINTED)
PETITIONER ADDRESS
CITY, STATE AND ZIP CODE
PETITIONER TELEPHONE NUMBER

INSTRUCTIONS TO THE CLERK OF COURTS

Please send summons with a copy of the Petition to any individual identified as, "Titled in the name of," and/or "Lienholder" listed on the Clerk of Court's "Title Division Affidavit."

Please serve by certified mail.

**SAMPLE AFFIDAVIT
REGARDING ABSENCE OF EVIDENCE OF VEHICLE OWNERSHIP**

Petitioner's Name: _____

Address: _____

City: _____ State: Zip: _____

County: _____ Phone Number: (_____) _____

Vehicle Description:

Year Make

Model

VIN#

1. How did you obtain the vehicle? (If you purchased the vehicle, include date of transaction, person you bought it from, and how much you paid.)

Submit copy of receipt, Bill of Sale, Check, or Other Proof of Transaction

2. State why you do not have a title.

3. State the efforts that were taken to notify those who may have an interest in the vehicle.

4. How much was the purchase price of the vehicle? _____

5. Did you submit a Records Request through the Ohio Bureau of Motor Vehicles? _____

(Attach a copy of the results)

(Petitioner's) signature Date

**THE COURT OF COMMON PLEAS
BUTLER COUNTY, OHIO**

_____ CASE NO. _____

(Petitioner)

TITLE DIVISION AFFIDAVIT

I, a sworn deputy clerk serving in the Title Division of the Clerk of Courts office in Butler County, Ohio, state that I have reviewed the evidence of ownership and determined that the applicant cannot provide sufficient proof of ownership or evidence for the issuance of a state Certificate of Title.

YesNo

An Original, Assigned Title

Copy of completed BMV Records Request Form 1173

Ohio Highway Patrol Inspection

Proof of Certified Mail

I have performed a statewide title record search and have determined the following:

No Records Found

Title # _____ County of Issuance: _____

Titled in the name of: _____

Lienholder: _____

Other Information: _____

Title Division Director/Asst. Director Approval Date



MARY L. SWAIN
BUTLER COUNTY CLERK OF COURTS

To: The Ohio State Highway Patrol District #08

From: Butler County Clerk of Courts

Date: _____

Re: _____ (Customer's name)

VIN: _____

The above-named customer has requested a Certificate of Title through the State of Ohio. The customer does not have the proper documentation or evidence for us to issue a vehicle title. Therefore, the customer has informed this office that he/she will be petitioning the Butler County Common Pleas Court for a court order to obtain a vehicle title.

Please complete a physical inspection of the subject vehicle upon presentation of the receipt/proof of payment of the inspection fee.

If you have any questions, please contact 513-887-3090

_____, Deputy Clerk

(signature)