

## IN THE COURT OF COMMON PLEAS OF WILLIAMS COUNTY, OHIO

Dear Customer,

When the evidence presented for the issuance of an Ohio title is insufficient, an application for certificate of title must be submitted to the Common Pleas Court pursuant to the following procedure:

- Applicant must be a Williams County, Ohio resident
- We highly recommend you contact an attorney to prepare your pleadings
- If preparing pleadings *pro se* (without an attorney), pick up the required forms from the Clerk of Courts office, One Courthouse Square 3d Floor, Bryan OH OR Williams County Title Department 13065 County Road D-50 Lot B, Bryan OH.
- Complete the Application **IN FULL** (incomplete applications will not be accepted). This document must be signed in the presence of a Notary Public.
- Complete the Affidavit in full. This document must be signed in the presence of a Notary Public.
- Request a record search from the Williams County Title Department, 13065 County Road D-50 Lot B, Bryan OH (fee \$5.00) for proof that there are no liens against this vehicle.
- Request a record search from the Williams County Sheriff's Department (contact Deputy Rex Lawrence via email at [nspd1313@yahoo.com](mailto:nspd1313@yahoo.com) or call 419-633-5109 and reference Court Ordered Title application) for proof that this vehicle is not stolen.
- File the completed Application along with the record search, Affidavit and proposed Court Order to the Clerk of Courts, One Courthouse Square 3d Floor, Bryan OH. A deposit of \$50.00 (cash or check) is required at the time of filing.
- Should the Court grant you an Order for title, the Order will be mailed to you at the address provided. You will need to take that Order to the Williams County Clerk of Courts Title Department, 13065 County Road D-50 Lot B, Bryan OH for the issuance of your certificate of title. All taxes and fees will be collected when a title is issued.

**THERE IS NO GUARANTEE THAT AN ORDER WILL BE GRANTED.**

**IN THE COURT OF COMMON PLEAS OF WILLIAMS COUNTY, OHIO**

In Re: Certificate of Title for : Make \_\_\_\_\_  
Model \_\_\_\_\_  
VIN# \_\_\_\_\_  
Year \_\_\_\_\_

Case No. \_\_\_\_\_

**APPLICATION FOR  
CERTIFICATE OF TITLE**

State of Ohio,  
County of Williams, SS:

I, the undersigned \_\_\_\_\_ (print name), being duly sworn according to law, make the following statements:

1. How did you obtain the vehicle: \_\_\_\_\_
2. List the date of transaction, name of seller, purchase price and attach the Bill of Sale, if any: \_\_\_\_\_  
\_\_\_\_\_
3. Attach an Affidavit stating why you do not have a title.
4. Attach all pertinent information of attempts made to obtain this title.
5. Attach the record search obtained from the Williams County Clerk of Courts Auto Title Department confirming that there are no liens attached to this vehicle.
6. Attach the record search obtained from the Williams County Sheriff's Department confirming that this is not a stolen vehicle.

I hereby respectfully make application for this Court to issue an Order directing the Williams County Clerk of Courts to issue a Certificate of Title to me for the described vehicle.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Applicant's phone number

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**IN THE COURT OF COMMON PLEAS OF WILLIAMS COUNTY, OHIO**

In Re: Certificate of Title for : Make \_\_\_\_\_  
Model \_\_\_\_\_  
VIN# \_\_\_\_\_  
Year \_\_\_\_\_

Case No. \_\_\_\_\_

**AFFIDAVIT FOR  
CERTIFICATE OF TITLE**

State of Ohio,  
County of Williams, SS:

I, \_\_\_\_\_ (print name), am trying to obtain an Ohio title on the above mentioned vehicle, in my name. I do not have a title that has been assigned to me for the following reason:

Circumstances (be specific)

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Applicant's phone number

Sworn to and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

