

Luvada S. Wilson
Erie County Clerk of Courts
323 Columbus Ave.
Sandusky, OH 44870

INSTRUCTIONS FOR OBTAINING COURT ORDERED WATERCRAFT CERTIFICATE OF TITLE.

1. RECORD CHECK THROUGH THE ERIE COUNTY TITLE DEPARTMENT

The applicant must first request a record check from the Title Department of the Erie County Clerk of Courts. This will determine if there is an active title or record in the State of Ohio. It will also assist in determining open liens and/or mortgages. Applicant must obtain photocopies of any documents available from the Title Department. **Fee: \$5.00**

2. REQUEST HELP FROM THE DIVISION OF WATERCRAFT (ODNR)

Applicant should then present the problem to the Division of Watercraft (ODNR) to determine if the Division of Watercraft, through the powers established in ORC Section 1548.11, can authorize or direct the Title Department to issue a title. If the Division of Watercraft can issue a letter of authorization this resolves the problem. If the Division of Watercraft is not able to issue such a letter then the Division of Watercraft should issue a letter of denial that establishes the record of the applicant's attempt.

3. NOTICE TO OWNER BY CERTIFIED MAIL

Applicant must send a letter to the former owner and lienholder (if any) by certified mail (return receipt requested) asking for the former owner's assistance in obtaining a good title to the watercraft. If this fails, and the former owner and lienholder does not answer or refuses to assist, the applicant may proceed with the court process.

4. PROCESS FOR OBTAINING A COURT ORDER

After exhausting the methods outlined above, the applicant may then proceed to obtain a court order by appearing before a judge of the Court of Common Pleas of Erie County, Ohio. The applicant must present a request for a Certificate of Title and surrender the following.

Exhibit A- Photocopy of any existing Erie County Watercraft Title record

Exhibit B- Copies of the last known record from the Division of Watercraft

Exhibit C- Letter of denial from the Division of Watercraft

Exhibit D- Copy of letter along with the return receipt postcard that was mailed to the former owner and/or lienholder.

Exhibit E- Application, affidavits and Judgment Entry requesting court ordered title.

Submit Original & Three (3) Copies to the Erie County Clerk of Courts, 323 Columbus Ave. Sandusky OH 44870.

Court Fees are \$31.50