Instructions for Filing Petition for Issuance of Title

This packet is provided to you as a service of the Marshall County Superior Court No. 2 and should be fully complied with in order to submit a meritorious request. Prior to the submission of the documents contained herein, please review them and affix the proper information in the specified blank spaces. If you should have any questions, it is always in your best interest to speak with a licensed attorney regarding this matter.

*****This procedure must be followed and all documents shall be filled out completely and LEGIBLY: *****

1. **PETITION** - *Verified Petition for an Order Mandating the Indiana Bureau of Motor Vehicles to Issue a Title*

   The following documentary evidence must be completed and shall be ***physically*** attached to a Petition at the date and time of filing.

   a) Bill of Sale or other document showing ownership
      i. An example of this form is in this packet
   b) Completed *Physical Inspection of a Vehicle or Watercraft* form
      i. Indiana State Form 39530

2. Bring forms and supporting evidentiary attachments to the Marshall County Clerks Office to file forms

   a) The Clerk's office will provide you with an official cause number for the Petition and the Order
   b) Be sure to bring the appropriate monetary amount for the Filing Fee: **$157.00** CASH / MONEY ORDER / CASHIERS CHECK / CREDIT CARD

3. A hearing will be scheduled consistent with the Marshall County Superior Court No. 2 calendar. It will be your responsibility to appear at the hearing to have your testimony heard and Order signed.

4. The Court may require the production of additional information not contemplated by this form depending on the individual circumstances of each petition.

Additional Notes:

- It is advisable that you make copies of all documents presented to the Court for your records.

THE SUBMISSION OF AN INCOMPLETE PETITION; WHETHER BY IMPROPER OR INSUFFICIENT INFORMATION OR BY INADEQUATE SUPPORTING EVIDENCE, MAY BE DENIED BY THE COURT

STATE OF INDIANA)
):
COUNTY OF MARSHALL)

MARSHALL SUPERIOR COURT NO. 2

CAUSE NO. 50D02-_____MI-_____

PETITIONER'S NAME

_____)
)
V.)
)
)
)
)
INDIANA BUREAU OF MOTOR)
100 N SENATE AVENUE, ROOM N483)
INDIANA POLIS, IN 46204)

Hearing on this matter has been set for the

_____ day of _____, 20____

at 9:00 a.m.

VERIFIED PETITION FOR AN ORDER MANDATING THE INDIANA BUREAU OF MOTOR VEHICLES TO ISSUE A TITLE

COMES NOW, the Petitioner,_____, requests the Court to issue an order to the Indiana Bureau of Motor Vehicles mandating the issuance of a certificate of title to the above-named petitioner for the following vehicle and in support of said request states as follows:

1. PETITIONER INFORMATION

Petitioner's full name:_____

Petitioner's Address:_____

County of Residence_____

Indiana Driver License Number: _____

2. VEHICLE DESCRIPTION

Year of Vehicle: _____

Make of Vehicle:_____

Model of Vehicle: _____

VIN Number: _____

Present Location of Vehicle:_____
Address

3. The name, address, and all other information known by the petitioner regarding the previous owner of the vehicle is stated as follow: _____

_____

_____

4. The facts and circumstances surrounding Petitioner's acquisition of possession of the vehicle is as follows: _____

_____

_____

5. To date, Petitioner has taken the following efforts to obtain a title for the vehicle; however, the efforts have been futile: _____

_____

_____

6. Attached hereto, as evidentiary support, are the following documents:

   BILL OF SALE OR OTHER DOCUMENT SHOWING OWNERSHIP,

   PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT.

7. I, Petitioner, am the owner of the above-described vehicle.

8. There are no liens against the above-described vehicle.

I AFFIRM UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE FOREGOING REPRESENTATIONS AND EVIDENTIAL DOCUMENTS FILED HEREWITH ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Dated this _____ day of _____, 20_____.

_____
Signature of Petitioner

_____
Printed Name of Petitioner

PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)
Approved by State Board of Accounts, 2011
INDIANA BUREAU OF MOTOR VEHICLES

INSTRUCTIONS:

1. *Approved inspector must complete information in blue or black ink or print form.*
2. *The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.*
3. *Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.*
4. *Police officers completing this form may not charge a fee of more than $5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.*
5. *Dealers may not perform watercraft inspections.*

OWNER INFORMATION

Name *(last, first, middle initial or company name*

Address *(number and street)*

City | State | ZIP Code

VEHICLE OR WATERCRAFT INFORMATION

Identification Number ☐ **NONE** *(select if no identification number found)*

Year	Make	Model	Type	Plate Number / State	Watercraft Registration Number, if applicable

For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame

Other *(specify)*:

***IDACS / NCIC Check** *(required if form is completed by a police officer)*

Date Check Performed *(mm/dd/yyyy)*	Comments

I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector	Printed Name	Title	Date *(mm/dd/yyyy)*

Badge / Branch / Dealer Number	Police Department / Branch / Dealership	City	ZIP Code

Telephone Number	Email Address
( )	

BILL OF SALE

State Form 44237 (R3 / 8-12)
INDIANA BUREAU OF MOTOR VEHICLES

INSTRUCTIONS: 1. Complete in blue or black ink or print form.

VEHICLE OR WATERCRAFT INFORMATION

Vehicle or Hull Identification Number																

Year	Make	Model	Registration Number *(If applicable, watercraft only)*

SALE INFORMATION

Purchase Price	Date of Sale *(mm/dd/yyyy)*

Purchaser Name(s) *(last, first, middle initial or company name)*

Address *(number and street)*

City	State	ZIP Code

I do hereby sell, transfer and convey all rights for the above vehicle/watercraft to the buyer in consideration of the sale payment amount. I certify that the vehicle/watercraft is not subject to any liens that are the responsibility of the seller.

I swear or affirm that the information I have entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.

Signature of Seller	Date *(mm/dd/yyyy)*

Printed Seller Name *(last, first, middle initial or company name)*

Signature of Seller	Date *(mm/dd/yyyy)*

Printed Seller Name *(last, first, middle initial or company name)*

I swear or affirm that the information entered on this form is correct. I understand that making a false statement may constitute the crime of perjury.

Signature of Purchaser	Date *(mm/dd/yyyy)*

Printed Purchaser Name *(last, first, middle initial or company name)*

Signature of Purchaser	Date *(mm/dd/yyyy)*

Printed Purchaser Name *(last, first, middle initial or company name)*

STATE OF INDIANA	IN THE MARSHALL SUPERIOR COURT NO. 2
SS:	
MARSHALL COUNTY	CAUSE NO. 50D02-_____

_____
PLAINTIFF

v.

_____
DEFENDANT

APPEARANCE OF UNREPRESENTED PARTY
CIVIL

1. Party information (your information) for service of process as required by Indiana Trial Rules.

Name: _____
Full Legal Name

Address: _____
Street Address

_____
Apt., Lot, or Unit Number

_____
City *State* *Zip Code*

NOTE: IT IS YOUR DUTY AND OBLIGATION TO UPDATE YOUR ADDRESS WITH THE COURT.

Phone: _____
CELL PHONE PREFERRED, PLEASE. LAND-LINE IS ACCEPTABLE

*Email: _____
*REQUIRED FIELD

2. I acknowledge service of process from other parties and the Court by U.S.P.S. mailing or e-mail at the above noted e-mail address.

_____
Signature - Unrepresented Party

_____
Printed Name