

## St. Joseph County Instructions for filing a Petition for Issuance of Title

Bring the forms below and supporting evidentiary attachments to the St. Joseph County Clerk's Office to file the forms. The Clerk's office will provide you with an official cause number for the Petition and the Order. The filing fee is \$157.00 and is due at the time of filing. Cash, Money Order or Credit Card (a convenience fee will apply when using a credit card).

- A. Appearance by Unrepresented person in Civil Case. This form must be completed. **Do not fill out cause number. This will be assigned to your paperwork at the time of filing.**
- B. Petition. Verified Petition for an Order Mandating the Indiana Bureau of Motor Vehicles to Issue a Title. This form must be completed and signed. **Do not fill out cause number. This will be assigned to your paperwork at the time of filing.**
  - a) Bill of Sale or other documents showing ownership. An example of this form is in this packet.
  - b) Completed Physical Inspection of Vehicle or Watercraft by a police officer prior to filing. (Indiana State Form 39530)
- C. Notice of Hearing **Do not fill out cause number. This will be assigned to your paperwork at the time of filing.**
- D. Summons/Subpoena for the respondent and the BMV. Please make sure to have a correct address for the respondent. The clerk will issue appropriate service. **Do not fill out cause number. This will be assigned to your paperwork at the time of filing.**
- E. Order. Order to the Indiana Bureau of Motor Vehicles Mandating the Issuance of a Title. Fill the form out with your information. **Do not fill out cause number. This will be assigned to your paperwork at the time of filing.**

A hearing will be scheduled. It will be your responsibility to appear at the hearing so your testimony can be heard. The order will be signed or denied by the Judge. Each circumstance varies and the court may request additional information. This instruction sheet should only be used as a guideline.

Please make additional copies of all documents that you will be presenting to the court.

<https://www.sjcindiana.com/2069/Filing-a-Petition-for-Issuance-of-a-Titl>

State of Indiana

IN THE ST. JOSEPH CIRCUIT COURT

County of St. Joseph

CAUSE NO. \_\_\_\_\_

IN THE MATTER OF: MATTER OF  
A VEHICLE TITLE REQUEST

\_\_\_\_\_  
Petitioner,

Vs.

County Commissioner for the  
Indiana Bureau of Motor Vehicles,  
Respondent

**APPEARANCE BY UNREPRESENTED PERSON IN CIVIL CASE**

This Appearance form must be filed on behalf of every party in a civil case.

My name is \_\_\_\_\_ and I am filing this case on my  
behalf. I am not represented by a lawyer.

My contact information for receiving legal service of document and case  
information as required by Court Rules.

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

State of Indiana

IN THE ST. JOSEPH CIRCUIT COURT

County of St. Joseph

CAUSE NO. \_\_\_\_\_

IN THE MATTER OF: MATTER OF  
A VEHICLE TITLE REQUEST  
FOR \_\_\_\_\_

Year

Make

\_\_\_\_\_  
Model

**VERIFIED REQUEST FOR AN ORDER REQUIRING THE INDIANA BUREAU OF MOTOR  
VEHICLES TO ISSUE A TITLE**

Comes now the Petitioner, \_\_\_\_\_ and requests that the Court issue an order to the Indiana Bureau of Motor Vehicles to issue a title for the following vehicle and in support of said request states, under oath, that the following is true:

**1. Petitioner's 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: \_\_\_\_\_

Estimated Value: \_\_\_\_\_

Present Location of Vehicle: \_\_\_\_\_

**3. Previous Owner (Seller of Vehicle) Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**4. Describe the circumstances how you acquired or came into possession of the vehicle:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe the efforts you made to obtain a title and why you cannot obtain a title for the vehicle: \_\_\_\_\_  
\_\_\_\_\_

- 6. I am the owner of the above-described vehicle.
- 7. There are no liens against the above-described vehicle.

I AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING REPRESENTATIONS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_  
Clerk, St. Joseph Circuit Court

State of Indiana

IN THE ST. JOSEPH CIRCUIT COURT

County of St. Joseph

CAUSE NO. \_\_\_\_\_

IN THE MATTER OF: MATTER OF  
A VEHICLE TITLE REQUEST

\_\_\_\_\_  
Petitioner,

Vs.

Commissioner for the  
Indiana Bureau of Motor Vehicles,  
Respondent

**NOTICE OF HEARING**

To:  
Indiana Bureau of Motor Vehicles  
100 N. Senate Avenue  
Indianapolis, IN 46204

Seller Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that a hearing on Petitioner's Petition for a Mandating the Indiana Bureau of Motor Vehicles to Issue to Title has been set up to take place on the \_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_.

\_\_\_\_\_  
Clerk, St. Joseph Circuit Court

State of Indiana

IN THE ST. JOSEPH CIRCUIT COURT

County of St. Joseph

CAUSE NO. \_\_\_\_\_

IN THE MATTER OF: MATTER OF  
A VEHICLE TITLE REQUEST

\_\_\_\_\_  
Petitioner,

Vs.  
Commissioner for the  
Indiana Bureau of Motor Vehicles,  
Respondent

**SUMMONS**

To:  
Commissioner for the  
Indiana Bureau of Motor Vehicles  
100 N. Senate Avenue  
Indianapolis, IN 46204

You are hereby notified that you have been sued by the person named as plaintiff and in the Court indicated above. The nature of the suit against you is stated in the complaint which is attached to this Summons. It also states the relief sought or the demand made against you be the plaintiff. An answer or other appropriate response in writing to the complaint must be filed either by you or your attorney within twenty (20) days, commencing the day after you receive this Summons, (or twenty-three (23)-days if this Summons was received by mail). or a judgment by default may be rendered against you for the relief demanded by plaintiff. If you have a claim for relief against the plaintiff arising from the same transaction or occurrence, you must assert it in your written answer. If you need the name of an attorney, you may contact the St. Joseph County Bar Association (574) 235-9657.

Date \_\_\_\_\_

\_\_\_\_\_  
Clerk, St. Joseph Circuit Court

State of Indiana

IN THE ST. JOSEPH CIRCUIT COURT

County of St. Joseph

CAUSE NO. \_\_\_\_\_

IN THE MATTER OF: MATTER OF  
A VEHICLE TITLE REQUEST

\_\_\_\_\_  
Petitioner,

Vs.

\_\_\_\_\_  
Respondent (Seller)

**SUMMONS**

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that you have been sued by the person named as plaintiff and in the Court indicated above. The nature of the suit against you is stated in the complaint which is attached to this Summons. It also states the relief sought or the demand made against you by the plaintiff. An answer or other appropriate response in writing to the complaint must be filed either by you or your attorney within twenty (20) days, commencing the day after you receive this Summons, (or twenty-three (23)-days if this Summons was received by mail). or a judgment by default may be rendered against you for the relief demanded by plaintiff. If you have a claim for relief against the plaintiff arising from the same transaction or occurrence, you must assert it in your written answer. If you need the name of an attorney, you may contact the St. Joseph County Bar Association (574) 235-9657.

Date \_\_\_\_\_

\_\_\_\_\_  
Clerk, St. Joseph Circuit Court

State of Indiana

IN THE ST. JOSEPH CIRCUIT COURT

County of St. Joseph

CAUSE NO. \_\_\_\_\_

IN THE MATTER OF: MATTER OF  
A VEHICLE TITLE REQUEST

FOR \_\_\_\_\_

Year

Make

\_\_\_\_\_  
Model

**ORDER TO INDIANA BUREAU OF MOTOR VEHICLES TO ISSUE A MOTOR VEHICLE  
TITLE**

ORDER TO INDIANA BUREAU OF MOTOR VEHICLES TO ISSUE A MOTOR VEHICLE TITLE  
The Petitioner filed his/her Verified Request for an Order Requiring the Indiana Bureau  
of Motor Vehicles to Issue a Title. The Court, having examined said request, now finds  
and orders:

1. \_\_\_\_\_ is the owner of a  
(Petitioner's Name)

\_\_\_\_\_  
(Make)

\_\_\_\_\_  
(Model)

VIN# \_\_\_\_\_

2. The Indiana Bureau of Motor Vehicles shall issue a title for the above-described  
motor vehicle to the petitioner. 3. The Petitioner shall provide all information and  
complete all forms required by the Indiana Bureau of Motor Vehicles for the  
issuance of a title.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

Date \_\_\_\_\_

\_\_\_\_\_  
Judge, St. Joseph Circuit Court