

INSTRUCTIONS FOR FILING PETITION FOR CERTIFICATE OF TITLE

The Court of Common Plea may issue an Order directing the Department of Transportation to issue a Certificate of Title to an individual following the presentation of a Petition for Certificate of Title which indicates to the Court:

1. The year/ make of the vehicle in question
2. The VIN Number (Vehicle Identification Number)
3. How you came into possession of the vehicle and why you believe the vehicle should be titled to you.
4. Averments that the vehicle is not the subject of any civil liens or judgments; not subject to divorce proceedings involving equitable distribution and not a stolen vehicle or subject to any criminal investigations. The Court needs to be assured the vehicle is free and clear from any encumbrances.
5. Attached copies of any documentation which supports your claim to ownership i.e. bill of sale, will etc.
6. Submit the Petition to the Court Administrator for the assignment of a hearing date.
7. Once the date is fixed it is your responsibility to send a copy of the petition and scheduling Order to the last known previous owner so that individual has an opportunity to address the Court.
8. Appear at the hearing, indicate again to the Court your reasons for the issuance of a title and if the Court finds your argument persuasive, the Court will sign the attached Order directing PennDOT to issue you the title.
9. You obtain a certified copy of the Order from the Prothonotary's office and take same to any licensing service to effect the application for title. You will be responsible for any additional fees associated with the application process.

IN THE COURT OF COMMON PLEAS OF THE 17TH JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
SNYDER COUNTY BRANCH

IN RE: CERTIFICATE OF TITLE FOR _____ :
(VIN Number) : No. _____ 202__ Civil

SCHEDULING ORDER

AND NOW, this ____ day of _____ 202__ IT IS ORDERED a hearing on the petition of _____ for Certificate of Title for the above described vehicle is scheduled on _____ at _____. M. in the Courtroom of the Snyder County Courthouse, Middleburg, PA.

BY THE COURT:

_____ J.

IN THE COURT OF COMMON PLEAS OF THE 17TH JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
SNYDER COUNTY BRANCH

IN RE: CERTIFICATE OF TITLE FOR

(VIN NUMBER)

:
: No. _____ 202__ Civil

ORDER

AND NOW, this ____ day of _____ 202__ upon petition of _____, and for good cause shown, IT IS HEREBY ORDERED that a Certificate of Title for the above described vehicle be issued to _____, and the right, title and interest of any other person to said vehicle is hereby extinguished. The Department of Transportation may accept this Order as evidence of ownership in lieu of Certificate of Title. The Petitioner shall submit the appropriate form, taxes and fees and comply with any other procedures of the Department of Transportation in order to receive the appropriate Certificate of Title for said vehicle.

BY THE COURT:

_____ J.

IN THE COURT OF COMMON PLEAS OF THE 17TH JUDICIAL DISTRICT
COMMONWEALTH OF PENNSLVANIA
SNYDER COUNTY BRANCH

IN RE: CERTIFICATE OF TITLE FOR _____ :
(VIN NUMBER) _____ : No. _____ 202__ Civil

PETITION FOR CERTIFICATE OF TITLE TO MOTOR VEHICLE

The Petitioner(s) _____, request(s) that this Court approve the issuance of a Certificate of Title to Petitioner(s) for the motor vehicle described below, and in support thereof, represent(s) as follows:

1. Petitioner(s) is/ are an adult individual(s) whose date of birth is _____ and who presently reside at _____.
2. Petitioner(s) is/are the owner(s) of the following motor vehicle:
 - a. Vehicle Description _____
 - b. Vehicle Identification Number (VIN) _____
3. Title to this vehicle on the records of the Pennsylvania Bureau of Motor Vehicles is registered to _____, whose last known address is _____.
4. There are no liens or encumbrances against the vehicle except _____.
5. Petitioner(s) request(s) a Certificate of Title for the vehicle for the following reasons:

Respectfully submitted,

Petitioner(s)
Telephone Number _____

The above statements are true and correct to the best of my/our knowledge, information and belief. I/We understand that false statements herein are made subject to the penalties of 18 Pa.CSA § 4904 relating to unsworn falsification to authorities.

IN THE COURT OF COMMON PLEAS OF THE 17TH JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
SNYDER COUNTY BRANCH

IN RE: CERTIFICATE OF TITLE FOR _____

(VIN Number)

:

: No. _____ 202__ Civil

CERTIFICATE OF SERVICE

I, _____, Petitioner do hereby certify that I served a copy of the Petition for Certificate of Title and this Scheduling Order by Certified Mail/ Return Receipt Requested to the last known address of the owner.

Date _____

Signature