

**COURT OF COMMON PLEAS OF MONROE COUNTY  
FORTY-THIRD JUDICIAL DISTRICT  
COMMONWEALTH OF PENNSYLVANIA**

<b>IN RE:</b>	<b>PETITION FOR TITLE FOR:</b>  _____	<b>: NO.</b>	<b>CIVIL</b>
	<b>(vehicle description)</b>	:	
	_____	:	
	<b>(VIN #)</b>	:	

**PETITION FOR CERTIFICATE OF TITLE**

The Petitioner(s) \_\_\_\_\_, request(s) that this Court approve an Order directing issuance of a Certificate of Title by the Pennsylvania Department of Transportation, for the motor vehicle described below, and in support thereof, represent(s) as follows:

1. Petitioner(s) is/are adult individuals with a mailing address of:

\_\_\_\_\_

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 Department of Transportation,

Bureau of Motor Vehicles, is registered to (if known):

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

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

(Put – N/A for not applicable, if unknown)

4. There are no known liens or encumbrances against the vehicle except:

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(Put – N/A for not applicable, if unknown)

5. Petitioner(s) request(s) a title for the vehicle for the following reason:

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6. Petitioner(s) has/have attached copies of any documentation that supports the claim of ownership. \_\_\_\_\_

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(Put “See attached” or N/A for not applicable if none)

7. Petitioner(s) affirm(s) they have attempted to contact the last known owner of the vehicle to obtain a title and/or to ascertain whether or not they concur or do not concur with the filing of this Petition.

8. Petitioner(s) affirm(s) they will send a copy of this petition and scheduling order of the Court to the last known previous owner, and/or advertise notice in the Pocono Record of the

scheduling order and vehicle description and VIN if the whereabouts of the prior owner are unknown, prior to the hearing scheduled in this matter.

(signature)

\_\_\_\_\_  
Petitioner(s)

(Date:) \_\_\_\_\_

VERIFICATION

I affirm 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.C.S.A. Section 4904 relating to unsworn falsification to authorities.

(signature)

\_\_\_\_\_  
Petitioner(s)

## **INSTRUCTIONS FOR FILING A PETITION FOR CERTIFICATE OF TITLE**

The Court of Common Pleas wherein you reside, may issue an Order directing the Department of Transportation to issue a Certificate of Title to an individual who does not have title to a motor vehicle they have come to possess, following a hearing held on a Petition for Certificate of Title which indicates to the Court:

1. The year/make and model of the vehicle in question (including motor vehicles, trailers and mobile homes);
2. The Vehicle Identification Number (VIN);
3. A description of how you came into possession of the vehicle and why the vehicle should be titled to you;
4. Averments that the vehicle is or is not subject to any license judgment, including divorce proceedings or criminal matters. The vehicle must be free of liens or encumbrances, or that the creditor has been contacted and agrees with the Petition.
5. Attach to the Petition any documents which support your claim of ownership, e.g. bill of sale, written correspondence, receipt.
6. Fill out the Petition and file it together with the required filing fee at the Monroe County Prothonotary's Office.
7. The Court will issue an Order scheduling a date and time for hearing, and mailed by the Prothonotary's Office to the mailing address you supply in the Petition. The hearing is usually on a set date of each month to coincide with License Suspension Appeals, when counsel for the Pennsylvania Department of Transportation is present.
8. It is your responsibility, and a requirement of the Court, to notify the last known owner of the vehicle of the date of the hearing by mailing them a copy of the Petition and the Order scheduling a hearing. If a last address or owner is unknown, the Court may require that you advertise notice in the Pocono Record prior to the hearing, setting forth the hearing date, time, and location, and the make/model and VIN of the vehicle.
9. You must appear in person at the hearing or the Petition may be dismissed, requiring that you re-file again.
10. If the Court approves your Petition, the signed Order will direct the Pennsylvania Department of Transportation to issue you a title. However, it is your responsibility upon receipt of the Court Order, to attach the Order to an application for title and send it to the Pennsylvania Department of Transportation, with any required fees. The Court does not notify the Pennsylvania Department of Transportation, nor assist you in anyway with completing their application process.

**If you have any legal questions, you should consult a lawyer or contact the Monroe County Bar Association at telephone # (570-424-7288) concerning their lawyer referral service.**