

# **PETITION FOR CERTIFICATE OF TITLE FOR A MOTOR VEHICLE**

**IT IS STRONGLY RECOMMENDED  
THAT YOU CONSULT AN ATTORNEY**

## **DISCLAIMER**

**THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THIS PACKET IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY, BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY OBTAIN A LIST OF ATTORNEYS PRACTICING IN WYOMING COUNTY FROM THE PROTHONOTARY WEBSITE.**

**\*THE PROTHONOTARY STAFF IS UNABLE TO ASSIST YOU  
IN COMPLETING THIS FORM\***

**FILING A PETITION FOR CERTIFICATE OF TITLE  
FOR A MOTOR VEHICLE**

1. Fill out the Petition. PRINT CLEARLY when completing the same to avoid delay of your Hearing and ensure proper spelling on your Title when obtained.
  - a. Complete the caption (heading) by writing your name in the first blank line (above "Petitioner") and also on Line 1 (name of filing party).
  - b. Paragraph 1 – write in your name and address.
  - c. Paragraph 2 – write in the description of the vehicle, including the year, VIN or Serial Number for which you are requesting a Title.
  - d. Paragraph 3 – describe how you obtained the vehicle. Include the person or entity from whom you bought or obtained the vehicle.
  - e. Paragraph 4 – explain why you did not get a Title when you obtained the vehicle.
  - f. Paragraph 6 – fill in the name of the former owner.
  - g. Paragraph 7 – circle one of the options (are/are not) and, if circling "are," describe the lien(s) and the holder of the lien(s) on the blank lines.
  - h. Execute the Petition above the line that says "Petitioner", as well as after the Verification clause.
2. There are two (2) form Orders included. One is for scheduling a hearing on your Petition, and the other is granting your Petition. Write your name in the first blank line (above "Petitioner"). Leave the rest of the form Orders blank – this is for the Court to fill out.
3. The last form is the Certificate of Service. Again, write your name on the first blank line (above "Petitioner") and on the blank line after the word "I".

On the first set of blank lines in the body of the form, write the name and address of the prior owner. If there is a lienholder, write its name and address on the second set of blank lines.

Once you have obtained an Order scheduling your hearing, sign and date the form. The date MUST be the date you mail the copies. You will serve the Order and Petition on the parties listed. Write your address and phone number on the lines below your signature.

## **COPIES**

After you have completed the forms, you will need 4 copies of the Petition (one extra if there is a lien holder). Clip the proposed Orders to the Petition.

## **FILING THE PETITION**

Take the original and the copies to be filed to the Prothonotary's Office. You will have to pay the filing fee of \$130.75, unless you are also filing a petition to proceed *in forma pauperis*. (There is a separate packet for this. IFP status allows you to file something with the Court without having to pay a fee. You must qualify financially for this status.) IFP status will be determined at a separate hearing before the Court. Your Petition is not filed until the status of your IFP is determined.

The Prothonotary will put a docket number on everything and will file-stamp your original Petition and copies. The Prothonotary will keep the original and forward one (1) copy of the Petition to the Court Administrator's Office for scheduling of a hearing. The other copies will be given back to you to mail to the persons listed on the Certificate of Service (the prior owner and PennDot (and a lienholder if there is one)).

## **MAIL THE TIME-STAMPED COPIES AND ORDER SCHEDULING HEARING**

Once you receive the Order scheduling a hearing on your Petition, write the date you are mailing the Petition and Order on the Certificate of Service. Mail one to the prior owner and one to PennDot and also the lienholder if there is one.

The Certificate of Service should then be filed with the Prothonotary's Office.

## **ATTEND THE HEARING**

You must attend the scheduled hearing. Bring with you any documentation which will prove that you are the rightful owner of the vehicle, such as a bill of sale or other receipt. You will need to explain to the Judge how you obtained the vehicle, why you did not get a title, and why you should be declared the legal owner of the vehicle. **You will be required to provide proof by a law enforcement agency that the vehicle is not stolen.**

## **APPLY FOR A NEW TITLE**

If the Judge grants your Petition, the Proposed Order you included with your Petition will be signed. You will receive a copy of that Order. Bring this Order to the Prothonotary's office and ask for a Certified Copy of the Order. (There is a \$10 fee for certified copies). You can then mail this certified copy of the Order to PennDot with your application for a Title (you can get this application online, on PennDot's website).

**IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

<i>(Petitioner)</i>	:	
vs.	:	Case No.: CV- _____ -20 _____
	:	
COMMONWEALTH OF PENNSYLVANIA,	:	
DEPARTMENT OF TRANSPORTATION,	:	
<i>(Respondent)</i>	:	

**PETITION FOR CERTIFICATE OF TITLE TO A MOTOR VEHICLE**

TO THE HONORABLE JUDGE OF SAID COURT:

COMES NOW, \_\_\_\_\_ (Petitioner), and respectfully represents  
that:

1. The Petitioner is \_\_\_\_\_, who resides at  
\_\_\_\_\_.

2. Petitioner seeks a Court Order for Title of the following vehicle:  
\_\_\_\_\_, year \_\_\_\_\_, with  
a VIN/Serial Number of \_\_\_\_\_.

3. The vehicle was obtained \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. I did not obtain Title to the vehicle because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_.  
5. Petitioner avers that he/she is the rightful owner of the vehicle.

6. The former owner is \_\_\_\_\_ and this person/entity has been served with a copy of this Petition.

7. There are/are not (circle one) liens against the vehicle, as follows:  
\_\_\_\_\_  
\_\_\_\_\_.

WHEREFORE, Petitioner respectfully requests this Court issue an Order declaring that Petition is the owner of the subject vehicle and further directing the Department of Transportation to issue a Title to said vehicle in Petitioner's name.

Respectfully submitted,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pro Se Petitioner  
Phone: \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, verify that the statements made in this Petition are true and correct to the best of my knowledge, information and belief. I understand that the statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

**IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="text-align: right; margin-right: 20px;"><i>(Petitioner)</i></div>	:	
vs.	:	Case No.: CV-_____-20____
	:	
COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION,	:	
<i>(Respondent)</i>	:	

**CERTIFICATE OF SERVICE**

I \_\_\_\_\_, Petitioner herein, hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I did deliver for mailing at the U.S. Post Office a true and correct copy of the foregoing Petition for Certificate of Title to Motor Vehicle, with an attached Scheduling Order upon the following by first class mail, postage prepaid:

Prior Owner:

Lienholder:

AND

Commonwealth of Pennsylvania, Department of Transportation  
Bureau of Motor Vehicles  
1101 South Front Street  
Harrisburg, PA 17104

Petitioner

**IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

	:		
<i>(Petitioner)</i>	:		
vs.	:		Case No.: CV- _____ -20 _____
	:		
COMMONWEALTH OF PENNSYLVANIA,	:		
DEPARTMENT OF TRANSPORTATION,	:		
<i>(Respondent)</i>	:		

**ORDER**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the foregoing Petition for Certificate of Title for a Motor Vehicle,

**IT IS ORDERED AND DECREED** that a hearing on said Petition is scheduled to take place on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock, Courtroom No. \_\_\_\_, Wyoming County Courthouse, Tunkhannock, Pennsylvania.

BY THE COURT:

\_\_\_\_\_  
P.J.

cc:   Former Owner  
      Lienholder (if any)  
      Office of Chief Counsel, Department of Transportation

**IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

<p>_____ (Petitioner)</p> <p>vs.</p> <p>COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION, (Respondent)</p>	<p>:</p> <p>:</p> <p>:</p> <p>:</p> <p>:</p> <p>:</p> <p>:</p>	<p>Case No.: CV-_____-20_____</p>
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**ORDER**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the  
Petitioner's Petition for Certificate of Title for a Motor Vehicle,

**IT IS ORDERED AND DECREED** that a hearing was held on this date on said Petition  
is GRANTED. The Court confirms ownership of the \_\_\_\_\_ (year)  
\_\_\_\_\_ with a VIN/Serial Number of  
\_\_\_\_\_ in Petitioner, \_\_\_\_\_.

The right, title and interest of any other person or entity to said vehicle is extinguished.

The Pennsylvania Department of Transportation shall accept this Order as evidence of  
ownership in lieu of a Certificate of Title. Petitioner shall submit the appropriate forms, taxes and  
fees and comply with all procedures of the Department of Transportation in order to receive the  
Certificate of Title to said vehicle. The Pennsylvania Department of Transportation is hereby  
authorized and directed to issue the Certificate of Title to Petitioner upon compliance with the  
Department's requirements.

BY THE COURT:

\_\_\_\_\_  
P.J.

cc: Former Owner  
Lienholder (if any)  
Office of Chief Counsel, Department of Transportation