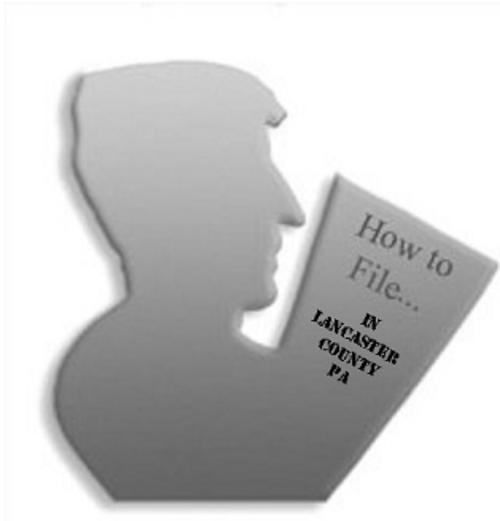


## HOW TO FILE AN INVOLUNTARY TRANSFER OF VEHICLE TITLE

**JUDGE HENRY S. KENDERDINE, JR.**



**COURT SELF HELP CENTER**

### **Disclaimer by the Court of Common Pleas of Lancaster County, Pennsylvania**

Neither the staff in the Center nor the staff in any Court office will be able to give you legal advice or help you fill out/complete the forms. The information in the packets 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 call the Lancaster Bar Association's Lawyer Referral service at (717) 393-0737.

Revised 11/26/19

# STOP!!!

## **YOU MUST READ THIS INFORMATION *BEFORE* YOU START TO FILL OUT ANY FORMS IN THE PACKET!**

Beginning on January 6, 2018, all filings in the Lancaster County Court of Common Pleas must be in compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* and Lancaster County Rules of Judicial Administration, Rule 520. There are links to the Policy and the Rule on the Court's website, [www.court.co.lancaster.pa.us](http://www.court.co.lancaster.pa.us)

### **How does this impact my filing?**

First, beginning on January 6, 2018, if the document you are filing does NOT contain any Confidential Information or have Confidential Documents attached (see list below), you must file a Certificate of Compliance with your filing. A copy of a Certification is attached. (Form 1)

Second, if the document you are filing contains any Confidential Information, you must complete and file the Confidential Information Form (CIF); a copy of this form is attached. (Form 2) Under Section 7 of the Public Access Policy the information listed below is considered Confidential Information, and it shall not be included on any form included in the packet. If the forms in your packet require you to include any of this information, you must put the information on the CIF and use the Alternative Reference suggested on the CIF on the form in the packet. **DO NOT PUT THE CONFIDENTIAL INFORMATION ON THE FORM ITSELF; THE CONFIDENTIAL INFORMATION MUST APPEAR ONLY ON THE CIF.**

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information, including employer's name, address and work schedule, in family court actions as defined by Pa. R.C.P. No. 1931(b) except for victim's name

Finally, if you have attached any of the following documents to your filing, you must complete the Confidential Document form (Form 3) and file it with your pleading:

1. Financial Source Documents
2. Minors Educational Records
3. Medical/Psychological Records
4. Children and Youth Services' Records
5. Marital Property Inventory and Pre-Trial Statement (see Pa.R.C.P. No. 1920.33)
6. Income and Expense Statement (see Pa. R.C.P. No. 1910.27(c))
7. Agreement between the Parties (see 23 Pa.C.S. sect 3105)

**The Court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.**

(Rev. 7/1/2018)

**CERTIFICATE OF COMPLIANCE**

Docket No. \_\_\_\_\_

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature \_\_\_\_\_

(Attorney or pro se litigant)

Print Name \_\_\_\_\_

Attorney No. (if applicable) \_\_\_\_\_

**CONFIDENTIAL  
INFORMATION  
FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*  
204 Pa. Code § 213.81  
[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page(s) attached. \_\_\_\_\_ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

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

Attorney Number: (if applicable) \_\_\_\_\_

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

Telephone: \_\_\_\_\_

\_\_\_\_\_

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

**NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.**

**CONFIDENTIAL  
INFORMATION  
FORM**



Additional page (if necessary)

<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>

**CONFIDENTIAL  
INFORMATION  
FORM**



**Instructions for Completing the Confidential Information Form**

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.
6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim’s name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL  
INFORMATION  
FORM**



**Abuse Victim Addendum**

**Instructions for Completing the Abuse Victim Addendum:** The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
<b>This Information Pertains to:</b>	<b>Confidential Information:</b>	<b>References in Filing:</b>
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV 1 Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV 1 Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL  
INFORMATION  
FORM**



**Abuse Victim Addendum**

Additional page (if necessary)

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

<b>Type of Family Court Action</b>		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

**CONFIDENTIAL  
DOCUMENT FORM**



*Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*

204 Pa. Code § 213.81

[www.pacourts.us/public-records](http://www.pacourts.us/public-records)

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Docket/Case No.

Vs.

\_\_\_\_\_  
(Party name as displayed in case caption)

\_\_\_\_\_  
Court

This form is associated with the pleading titled \_\_\_\_\_, dated \_\_\_\_\_, \_\_\_\_\_.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

**Please only attach documents necessary for the purposes of this case.** Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

\_\_\_\_\_  
Signature of Attorney or Unrepresented Party

\_\_\_\_\_  
Date

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

Attorney Number: (if applicable) \_\_\_\_\_

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

Telephone: \_\_\_\_\_

\_\_\_\_\_

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



### **Instructions for Completing the Confidential Document Form**

The following documents are confidential and shall be filed with a court or custodian with the “Confidential Document Form”:

1. Financial Source Documents as listed on the form
2. Minors’ educational records
3. Medical/Psychological records are defined as “records relating to the past, present, or future physical or mental health or condition of an individual”
4. Children and Youth Services’ records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

# Involuntary Transfer of Vehicle Title

## Purpose:

**The procedures set forth in this packet are for rare factual situations that do not involve abandoned vehicles or situations where a title can be obtained by the use of the Certificate of Title or the Vehicle's Manufacturer's Certificate of Origin.** This procedure involves obtaining the vehicle information from PennDOT, starting a legal action to obtain the title, providing notice to all potentially interested parties, and attempting to prove your case at a hearing. **Please note that following the procedures outlined in this packet does not guarantee that the Court will grant you an involuntary transfer to the title of the vehicle.**

This procedure does not apply to abandoned vehicles. An abandoned vehicle should be reported to the police. If the abandoned vehicle remains unclaimed after the police, the salvors, and PennDOT go through the necessary steps required by Chapter 73 of Title 75 of Purdon's Pennsylvania Statutes, then title to the abandoned vehicle could be obtained after purchasing of the vehicle at a public auction.

Since every set of facts and surrounding circumstances will be unique, a person attempting an involuntary transfer of a vehicle title should seek the advice of a private attorney. **Please do not approach courthouse personnel to aid you in your pursuit of an involuntary transfer of title.**

## Procedures:

1. Complete the DL-135 form (request for vehicle information) and mail it with the appropriate fees to the PennDOT. The DL-135 form and the instructions are provided with this packet (Form 2).
2. When you receive the vehicle information from PennDOT, you must commence an action with a court of competent jurisdiction to attempt to be declared the owner of the vehicle. You must file the following items in the Prothonotary's Office: Scheduling Order (Form 3), Petition for Involuntary Transfer (Form 4), three (3) cover sheets (Forms 5, 6, and 7) and a proposed Court Order (Form 9). You will also need to give the Prothonotary's Office a self-addressed, stamped envelope, and you will need to pay a filing fee. As of 01/01/2024, the filing fee is \$205.25.
3. After the Prothonotary's Office sends you the filed petition and scheduling order, you must immediately serve notice of the possible transfer to all parties described in the vehicle information obtained from PennDOT, including those to whom the vehicle is possibly titled and to every lienholder listed on the title record. You must send them a copy of all of the paperwork filed with and/or received from the Court, and you must send the notice by U.S. certified mail, return receipt requested, and by regular mail.
4. If you receive a response from any of the interested parties, please attempt to resolve the vehicle ownership without the Court's involvement.
5. If any of the notices sent via certified mail come back for any reason, then you must publish a legal notice at least once in the county legal journal(s) and at least once per week for three consecutive weeks in the newspaper(s) of general circulation where any person known to claim an interest in the vehicle may be located and where the vehicle is located, if these two locations are different. Please refer to the *Pennsylvania Bar Association Lawyers Directory and Product Guide* to determine the appropriate legal journal. The legal notice must contain all of the following information:
  - a. A specific description of the vehicle including the year, make, model, title number, and vehicle identification number (VIN);
  - b. The court of competent jurisdiction where the action has been filed; and
  - c. The time, date, and place of any Court proceeding or hearing.

6. Attend the hearing at the scheduled time and be prepared to provide to the Court that you have satisfied all the steps required by this packet. Bring the proofs of service with you to the hearing (Form 8).

**Please note that because the facts of every case can vary greatly, complying with the requirements set forth in this packet does not guarantee that the Court will transfer to the title to you.**

7. If the Court enters an order granting your request for an involuntary transfer of the vehicle title, PennDOT may issue a Certificate of Title to the person named in the Court order upon receipt of the following:
  - a. A certified copy of the Court order entered declaring the owner of the vehicle;
  - b. Form MV-1, "Application for Certificate of Title", and check or money order payable to the Commonwealth of Pennsylvania.
  - c. Appropriate sales tax, title, and registration fees.

**Forms List:**

# OF FORM	NAME OF FORM
1.	FACT SHEET
2.	DL-135, REQUEST FOR VEHICLE INFORMATION
3.	SCHEDULING ORDER
4.	PETITION FOR INVOLUNTARY TRANSFER
5.	PROTHONOTARY COVER SHEET
6.	CAOSCES
7.	SUPREME COURT COVER SHEET
8.	CERTIFICATE OF SERVICE
9.	PROPOSED COURT ORDER

# FACT SHEET

## Involuntary Transfer of Ownership of a Vehicle by Court Order

### PURPOSE

This Fact Sheet outlines the procedures that must be followed when applying for a Certificate of Title involving the involuntary transfer of a vehicle's ownership. This procedure involves obtaining a court order and should be used only in those circumstances where it is impossible to transfer ownership of a vehicle by the use of a Certificate of Title or Vehicle Manufacturer's Certificate of Origin. Since every set of facts and surrounding circumstances will be unique, a person attempting to be declared owner of a vehicle where proper ownership documents are not available should seek the advice of a private attorney. **PennDOT WILL NOT OFFER LEGAL ADVICE REGARDING THE INVOLUNTARY TRANSFER OF OWNERSHIP OF A VEHICLE.**

### PROCEDURES

1. A person attempting to obtain ownership of a vehicle must commence a proceeding with a court of competent jurisdiction setting forth the facts and circumstances of the case. The ownership of the vehicle will be determined by the court. Please note that a sample court order is provided on the reverse side of this fact sheet. **UNLESS THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION IS THE OWNER OF THE VEHICLE IN QUESTION, THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION IS NOT AN INTERESTED PARTY TO THIS COURT PROCEEDING. THEREFORE, THE COMMONWEALTH OF PENNSYLVANIA, DEPARTMENT OF TRANSPORTATION SHOULD NOT BE A NAMED PARTY IN THE PROCEEDING.**
2. A person attempting to be declared owner of a vehicle by court order must notify all persons with an interest in the vehicle of the pendency of the court proceeding. The notification must be sent by certified mail, return receipt requested, and must include the following:
  - (1) A specific description of the vehicle (i.e., year, make, model and VIN);
  - (2) The court of competent jurisdiction where an action will be or has been filed; and
  - (3) The time, date and place of any court proceeding.

**AT A MINIMUM, THE NOTICE MUST BE SENT TO THE PERSON(S) TO WHOM THE VEHICLE IS PRESENTLY TITLED AND REGISTERED AND EVERY LIENHOLDER THAT IS LISTED ON THE TITLE RECORD. PLEASE NOTE THAT IF A PERSON ATTEMPTING TO BE DECLARED OWNER OF A VEHICLE IS UNAWARE OF ANY PERSON WITH AN INTEREST IN THE VEHICLE, THE PERSON ATTEMPTING TO OBTAIN OWNERSHIP OF THE VEHICLE MAY OBTAIN A CERTIFIED COPY OF THE VEHICLE'S COMPUTER RECORD BY COMPLETING FORM DL-135 (REQUEST FOR VEHICLE INFORMATION), AND SUBMITTING TO PENNDOT ALONG WITH THE APPROPRIATE FEES.**

3. In the event the notice sent to a person with an interest in the vehicle is returned as "Unclaimed," the person attempting to be declared owner of the vehicle must advertise a legal notice at least once in the county legal journal(s) and at least once per week for three consecutive weeks in the newspaper(s) of general circulation where any person known to claim an interest in the vehicle may be located and where the vehicle is located, if these two locations are different. Please refer to the *Pennsylvania Bar*

May 2014

- over -



*Association Lawyers Directory & Product Guide* to determine the appropriate legal journal. The advertisement should include the following:

- (1) A specific description of the vehicle (i.e., year, make, model and VIN);
  - (2) The court of competent jurisdiction where an action will be or has been filed; and
  - (3) The time, date and place of any court proceeding.
4. When the above procedure is followed and the court of competent jurisdiction enters an order declaring an individual the rightful owner of the vehicle, PennDOT may issue a Certificate of Title to the person named in the court order upon receipt of the following:
- (1) A certified copy of the court order entered declaring the individual owner of the vehicle;
  - (2) Form MV-1, "Application for Certificate of Title," and check or money order payable to the Commonwealth of Pennsylvania.
  - (3) Appropriate sales tax, title and registration fees.

Unless the petitioner is eligible to claim a Sales Tax Exemption, sales tax must be paid on the Fair Market Value of the vehicle as listed in a current edition of a PennDOT-approved publication. Approved PennDOT publications include the following: *N.A.D.A.*, *The Automobile Red Book*, *The Black Book Official Used Car Guide*, *American Used Car Guide*, and *The Kelley Blue Book Used Car Guide*.

### SAMPLE COURT ORDER

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, after reasonable notice and an opportunity for hearing having been provided to all interested parties, the Court hereby awards ownership of one [year], [make], [model], bearing vehicle identification number \_\_\_\_\_ to [name of applicant], and the right, title and interest of any other person to said vehicle is hereby extinguished. The Commonwealth of Pennsylvania, Department of Transportation may accept this order as evidence of ownership in lieu of a Certificate of Title. The Petitioner shall submit the appropriate forms, taxes and fees and comply with any other procedures of the Commonwealth of Pennsylvania, Department of Transportation in order to receive the appropriate Certificate of Title for said vehicle.

BY THE COURT:

\_\_\_\_\_  
Judge

*Please Note: Authorized agents are under contract to PennDOT and may charge a market driven service (delivery) fee; these are in addition to any PennDOT statutory fees for temporary, or in some cases, permanent motor vehicle registration plates and cards or other related products and services offered by the agent. The agent's service (delivery) fees are market driven, and vary by agent. To compare service (delivery) fees, you are encouraged to contact the authorized agents in your area for the applicable service (delivery) fees charged.*



## INSTRUCTIONS

1. A \$9.00 non-refundable fee is required for each request. If the Bureau has no record for the information requested or the data supplied is insufficient, the fee will be applied to the cost of the search.
2. **PRINT OR TYPE** all requested information on front of form. Submitting **ONLY** a name or name and address does not provide enough information for a proper search of the vehicle files. If the TAG Number is the only vehicle information available, Section B must be completed and must include NAIC Number, Policy Number and Claim Number or attach a copy of the accident report or parking ticket.

Reference Number - Is a unique identifier assigned by the Requestor. This information will be printed on the vehicle record that is returned to the Requestor. The Reference Number can assist you in processing the record when it is returned to your office. This information is not required.

3. If requesting your own record, complete Sections A, C and D only. Notarization is NOT required. If you currently own/ owned the vehicle but are requesting a Title History, you must complete Section F and have the application notarized.
4. If requesting someone else's record, complete Sections A, C, D, and either E or F.
5. If requesting a record on behalf of another person, complete Sections A, B, C, D, and either E or F. NAIC Number, Policy Number and Claim Number are only required when the only vehicle information available is the TAG Number.
6. When requesting a title history, a \$9.00 fee is required for each title record. To determine the appropriate fee, please contact the numbers listed below to determine the number of title records available.
7. If choosing "Other" in Section D, please include documentation stating what you are requesting.
8. Make check or money order payable to: "Commonwealth of PA".  
**DO NOT SEND CASH.** Attach your check or money order and send to:

Department of Transportation  
Bureau of Driver Licensing  
Vehicle Record Services  
P.O. Box 68691  
Harrisburg, PA 17106-8691

## DESCRIPTION OF INFORMATION AVAILABLE

Vehicle record information is available for the past 10 years only

**NOTE:** Sales tax and purchase price are considered confidential and will only be provided to the individual who purchased the vehicle, and the dealership that sold the vehicle. Otherwise, this information will not be provided.

- **Title History**.....A copy of the title transaction documents and basic information will be provided.
- **Odometer**.....A copy of the title/renewal transaction and basic information will be provided.
- **Insurance** .....A copy of the title/renewal transaction and basic information will be provided.
- **Encumbrance** .....Includes owners name, address, title number, tag, vehicle identification number (VIN), make and expiration date of tag and lienholder(s) name, address and expiration date of lien(s).

## IMPORTANT INFORMATION CONCERNING THE USE OF VEHICLE INFORMATION

- Vehicle record information is confidential and restricted information and the Requestor/End User is responsible for establishing procedures to protect the confidentiality of these records.
- Vehicle record information can only be used for the purpose stated in Section F.
- Vehicle record information cannot be sold, assigned, or otherwise transferred to any party, other than the End User.
- PennDOT retains exclusive ownership of all vehicle record information and the Requestor/End User shall not combine and/or link in with any other data on any database except as may be required by law.
- The vehicle record information cannot be used for direct mail advertising or any other type or types of mail or mailings.
- The vehicle record information cannot be disseminated or published on the Internet without the express written permission of PennDOT.
- PennDOT reserves the right to audit each request for vehicle record information. If the Requestor/End User is found to have requested vehicle record information for an unauthorized purpose, access to Pennsylvania vehicle record information will be terminated.

IN THE COURT OF COMMON PLEAS OF LANCASTER, PENNSYLVANIA  
CIVIL ACTION - LAW

In Re: \_\_\_\_\_ :  
year, make, model : No. CI-  
: :  
\_\_\_\_\_ :  
VIN :  
:

ORDER

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, upon consideration of the foregoing Petition, a hearing is fixed for the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_ o'clock \_\_\_m. in Courtroom No. \_\_\_ in the Court of Common Pleas of Lancaster County, 50 N. Duke Street, Lancaster, Pennsylvania 17602. Petitioner shall provide Notice of the Hearing, including a copy of this Petition for Involuntary Transfer of Vehicle title, by certified mail and regular mail to \_\_\_\_\_ (last known person on title).

BY THE COURT:

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

cc: Petitioner

IN THE COURT OF COMMON PLEAS OF LANCASTER, PENNSYLVANIA  
CIVIL ACTION - LAW

In Re: \_\_\_\_\_ :  
year, make, model : No. CI-  
: :  
\_\_\_\_\_ :  
VIN :

PETITION FOR INVOLUNTARY TRANSFER OF VEHICLE TITLE

1. Petitioner is \_\_\_\_\_ (name), an adult individual residing at \_\_\_\_\_, Lancaster County, Pennsylvania.
  
2. Petitioner is currently in possession of one (1) year, make, model, VIN, which was acquired under the following circumstances (include date acquired and how acquired):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. I am unable to obtain a Certificate of Title from the Commonwealth of Pennsylvania, Department of Transportation for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. The individuals or entities and addresses who have an interest or assert an interest in the above property are as follows (from DL-135 Request for Vehicle Information attached):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. There are no liens or encumbrances on the described Vehicle.

6. All parties \_\_\_\_ agree \_\_\_\_ do not agree \_\_\_\_ I don't know if they agree (please check one of the previous items) that the petitioner is the owner of the vehicle.

WHEREFORE, Petitioner requests the Court to enter an order directing PennDOT to issue a title in Petitioner's name, provided Petitioner complies with the costs, fees, taxes and other paperwork required by PennDOT to accomplish this purpose.

---

Petitioner

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
**PROTHONOTARY  
CIVIL COVER SHEET**

PLEASE LIST NAMES AND ADDRESSES OF ADDITIONAL PARTIES ON A SEPARATE SHEET.

ALL PARTY INFORMATION IS REQUIRED INCLUDING ZIP CODES. ALL PARTY INFORMATION MUST MATCH THE PLEADING. PLEASE DO NOT STAPLE THE COVER SHEET TO THE PLEADING. IF AN EVENT NEEDS TO BE SCHEDULED, A CAO SCHEDULING COVER SHEET MUST ALSO BE ATTACHED.

**For Prothonotary Use Only:**

**DOCKET No: CI-**

TYPE OF ACTION: \_\_\_\_\_

**PARTY INFORMATION**

PLAINTIFF'S NAME: \_\_\_\_\_ DEFENDANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
*If confidential, use 2<sup>nd</sup> sheet*

MUNICIPALITY: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

TWP/BOROUGH: \_\_\_\_\_ TWP/BOROUGH: \_\_\_\_\_

DOB: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_ DOB: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_  
*(mm/dd/yyyy) (#####) (mm/dd/yyyy) (#####)*

**FILING ATTORNEY / FILING PARTY INFORMATION**

FIRM/OFFICE: \_\_\_\_\_

FILING ATTORNEY/PARTY: \_\_\_\_\_ AOPC: (Attorney ID) #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
*(#####)*

**TAX LIEN INFORMATION**

MUNICIPALITY: \_\_\_\_\_ MAP REFERENCE: \_\_\_\_\_

DEED BOOK: \_\_\_\_\_ DEED PAGE: \_\_\_\_\_ DEED DATE: \_\_\_\_\_

SALE PRICE: \_\_\_\_\_ TAX YEAR: \_\_\_\_\_ TAX LIEN AMOUNT: \_\_\_\_\_

PROPERTY DESCRIPTION: \_\_\_\_\_

**PFA/SVPO/PFI INFORMATION**

HEARING DATE: \_\_\_\_\_ SOCIAL SECURITY #: (Defendant – Last 4 digits) \_\_\_\_\_

POLICE DEPARTMENT: \_\_\_\_\_

PREVIOUS PETITIONS: YES  NO  If 'YES', File Date: \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA  
COURT ADMINISTRATION OFFICE SCHEDULING COVER SHEET (CAOSCS)  
IN ORDER TO BE PROCESSED ALL REQUESTED INFORMATION MUST BE COMPLETED**

PLEASE TYPE OR PRINT LEGIBLY  
ORIGINAL CAPTION

**PLAINTIFF**  CHANGE OF ADDRESS

DOCKET NO.

**DEFENDANT**  CHANGE OF ADDRESS

**NAME, ADDRESS AND TELEPHONE NUMBER OF ATTORNEYS/PRO SE**

**PLAINTIFF**  CHANGE OF ADDRESS

**DEFENDANT**  CHANGE OF ADDRESS

Check one

CIVIL

FAMILY

DOMESTIC RELATIONS (SEE INSTRUCTIONS ON BACK OF FORM)

Name of person submitting CAOSCS:

**SECTION A: EVENT INFORMATION**

Hearing type

Conference type

Length of time

**SECTION B: SCHEDULING INFORMATION (Select one option below)**

**REQUEST TO SCHEDULE AN EVENT:** Family Business Court pick-up date if applicable:

Date: Time: Place: Judge/CCO/DM:

**REQUEST FOR CHANGE OF A SCHEDULED EVENT:**

Continuance

Cancellation

Opposing Counsel/Parties

IS

IS NOT

in agreement

Presently scheduled for: Date: Time: Place: Judge/CCO/DM:

Continued to: Date: Time: Place: Judge/CCO/DM:

Reason:

Special instructions for rescheduling event:

**REQUEST TO SCHEDULE A CONTINUATION AFTER START OF HEARING:**

Date Started: Time: Place: Judge/CCO/DM:

Continuation scheduled for: Date: Time: Place: Judge/CCO/DM:

**SECTION C: COURT USE ONLY**

Approved by Judge \_\_\_\_\_ Date: \_\_\_\_\_

For Court Administration Use Only

Report Entered/Deleted on CCSC

CDAEVT

Scheduled in BANNER

Letters Sent

Initials/Date \_\_\_\_\_

Updated 06/14/11

CSHC

FORM 6

# Supreme Court of Pennsylvania

## Court of Common Pleas Civil Cover Sheet

\_\_\_\_\_ County

*For Prothonotary Use Only:*

Docket No: \_\_\_\_\_

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

**Commencement of Action:**

- Complaint       Writ of Summons       Petition  
 Transfer from Another Jurisdiction       Declaration of Taking

Lead Plaintiff's Name: \_\_\_\_\_

Lead Defendant's Name: \_\_\_\_\_

Are money damages requested?  Yes  No

Dollar Amount Requested:  within arbitration limits  
(check one)  outside arbitration limits

Is this a *Class Action Suit*?  Yes  No

Is this an *MDJ Appeal*?  Yes  No

Name of Plaintiff/Appellant's Attorney: \_\_\_\_\_

Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)

SECTION B

**Nature of the Case:** Place an "X" to the left of the **ONE** case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

**TORT** (do not include Mass Tort)

- Intentional  
 Malicious Prosecution  
 Motor Vehicle  
 Nuisance  
 Premises Liability  
 Product Liability (does not include mass tort)  
 Slander/Libel/ Defamation  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONTRACT** (do not include Judgments)

- Buyer Plaintiff  
 Debt Collection: Credit Card  
 Debt Collection: Other  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Employment Dispute: Discrimination  
 Employment Dispute: Other  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CIVIL APPEALS**

- Administrative Agencies
- Board of Assessment  
 Board of Elections  
 Dept. of Transportation  
 Statutory Appeal: Other  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Zoning Board  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MASS TORT**

- Asbestos  
 Tobacco  
 Toxic Tort - DES  
 Toxic Tort - Implant  
 Toxic Waste  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REAL PROPERTY**

- Ejectment  
 Eminent Domain/Condemnation  
 Ground Rent  
 Landlord/Tenant Dispute  
 Mortgage Foreclosure: Residential  
 Mortgage Foreclosure: Commercial  
 Partition  
 Quiet Title  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MISCELLANEOUS**

- Common Law/Statutory Arbitration  
 Declaratory Judgment  
 Mandamus  
 Non-Domestic Relations Restraining Order  
 Quo Warranto  
 Replevin  
 Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROFESSIONAL LIABILITY**

- Dental  
 Legal  
 Medical  
 Other Professional: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



ATTACH CERTIFIED MAILING SLIP AND GREEN RETURN RECEIPT CARD HERETO

white mailing slip

*See sample on next page*

green return receipt card

*See sample on next page*

**NOTE: DO NOT ATTACH THIS PLACE TO YOUR SERVICE DOCUMENT**

Sample

U.S. Postal Service  
**CERTIFIED MAIL - RECEIPT**  
(Domestic Mail Only. No Insurance Coverage Provided)  
For delivery information, visit our website at www.usps.com

**OFFICIAL USE**

Postage	\$ 5.30	Postmark Here 12/31/14
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)	3.05	
Total Postage & Fees	\$ 11.58	

7013 3020 0000 6472 2052

Send To: Jane Doe  
 Street, Apt. No.,  
 or PO Box No. 211 E. Main St.  
 City, State, ZIP+4 Transylvania, Pa 10064

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>Print your name and address on the reverse so that we can return the card to you.</li> <li>Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature <u>Jane Doe</u> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes          If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p><u>Jane Doe</u>  <u>211 E. Main St.</u>  <u>Transylvania, Pa 10064</u></p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™</p> <p><input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>2. Article Number  <small>(Transfer from service label)</small></p> <p><u>7013 3020 0000 6472 2052</u></p>	
<p>PS Form 3811, July 2013 Domestic Return Receipt</p>	

IN THE COURT OF COMMON PLEAS OF LANCASTER, PENNSYLVANIA  
CIVIL ACTION - LAW

In Re: \_\_\_\_\_ :  
year, make, model : No. CI-  
 :  
 :  
\_\_\_\_\_ :  
VIN :

**SAMPLE COURT ORDER**

AND NOW, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, after reasonable notice and an opportunity for hearing having been provided to all interested parties, the Court hereby awards ownership of one [year], [make], [model], bearing vehicle identification number \_\_\_\_\_ to [name of applicant], and the right, title and interest of any other person to said vehicle is hereby extinguished. The Commonwealth of Pennsylvania, Department of Transportation may accept this order as evidence of ownership in lieu of a Certificate of Title. The Applicant shall submit the appropriate forms, taxes, and fees and comply with any other procedures of the Commonwealth of Pennsylvania, Department of Transportation in order to receive the appropriate Certificate of Title for said vehicle.

BY THE COURT:

\_\_\_\_\_  
Judge