



**MAUREEN G. KELLY  
LAKE COUNTY CLERK OF COURTS**

--- Legal Office ---  
25 North Park Place  
Painesville, OH 44077  
Phone: 440-350-2657  
Fax: 440-350-2958

--- Title Central ---  
8804 Mentor Avenue  
Mentor, OH 44060  
Phone: 440-350-2800  
Fax: 440-290-9253

--- Title West ---  
30188 Euclid Avenue  
Wickliffe, OH 44092  
Phone: 440-918-3425  
Fax: 440-918-3429

April 3, 2020

## COMMUNICATION FROM THE CLERK OF COURTS

Dear Bar Association Members,

### **Clerk of Courts Legal division**

Effective today, we are accepting documents for the General and Domestic Relations Divisions via email until further notice. Included with this communication is a separate document with instructions as to which emails to select for each case type. Do **NOT** mail an original as a follow up. If we receive one it will be returned. During this crisis, non-original signatures on documents are accepted.

We will be placing a basket at the Security desk rear entrance of the Courthouse. If you (or your clients) cannot email a document, they will be asked to place it in the basket in an envelope marked "DOCUMENTS FOR FILING". We are attempting to limit our lobby to individuals needing protection orders and few others.

If you have not already done so, edit your signature block to include your email address.

### **Clerk of Courts Title Division**

My responsibilities extend to the titling of the motor vehicles, watercraft and manufactured homes. Offices in Mentor and Wickliffe are closed to the public but processing car dealer transactions. "Titling" does not lend itself easily to interactions from a distance. I have developed a procedure for the public to mail in their documents after calling the offices to determine correct sales tax. Included with this communication are those instructions.

Not in my wheelhouse but since we are often asked.....The State of Ohio has closed all offices of the Bureau of Motor Vehicles except for regional offices issuing CDLs. Basically, "Ohio licenses... shall remain valid until either 90 days after the declared emergency ends, or December 1, 2020, whichever comes first." I refer you to their website for more info. [www.bmv.ohio.gov](http://www.bmv.ohio.gov).

ALL THE BEST - MGKELLY

Email: [Maureen.Kelly@lakecountyohio.gov](mailto:Maureen.Kelly@lakecountyohio.gov)  
Website: [www.lakecountyohio.gov/coc](http://www.lakecountyohio.gov/coc)



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# Clerk of Courts Maureen G. Kelly

Effective Friday, 4/3/2020, we will begin accepting documents via email for the following Common Pleas Courts:

- Domestic Relations [dr.clerk@lakecountyohio.gov](mailto:dr.clerk@lakecountyohio.gov)
- Civil [cv.clerk@lakecountyohio.gov](mailto:cv.clerk@lakecountyohio.gov)
- Criminal [cr.clerk@lakecountyohio.gov](mailto:cr.clerk@lakecountyohio.gov)
- Judgment Liens [jl.clerk@lakecountyohio.gov](mailto:jl.clerk@lakecountyohio.gov)
- Protection orders [protectionorder@lakecountyohio.gov](mailto:protectionorder@lakecountyohio.gov)
- Court of Appeals [l1thappeal@lakecountyohio.gov](mailto:l1thappeal@lakecountyohio.gov)
- Foreclosures mandatory e-filing – no email accepted

The current auto response referring folks to the PUBLIC RECORD PORTAL will be **deleted** in favor of a response that accurately fits the situation.

The procedure will be the following:

1. The filer will email a document to the respective email address above.
2. Filing party will receive a message indicating that a document was received for filing. \*\* see message below.
3. Deputy Clerks will review the inbox no fewer than four times a day.
4. Deputy Clerks will print the document(s) and affix a label that will indicate the date the document was received in the inbox, not the date it was retrieved.
5. Document will be docketed and scanned.
6. A “timestamped” copy will be returned to the filing party.
7. Costs of “service” copies will be charged to the case at ten cents a page.

## **\*\* Auto message**

**Document(s) received for filing. The date and time it arrived in the email inbox will be noted as the “timestamp”.**

**A scanned copy will be forwarded upon docketing.**

**This is for the filing of DOCUMENTS ONLY. Requests for copies should be directed to our public record portal at [coc@lakerecordrequest.com](mailto:coc@lakerecordrequest.com)**

Thank you for your patience as we strive to meet your needs while coping with this unprecedented situation.

*Maureen G. Kelly*

*Clerk of Courts*

# Clerk of Courts Maureen G. Kelly

## TITLING BY MAIL CHECKLIST

- Please call the office from 8:00a to 12:00p to determine the correct sales tax for the transaction.
- Include a phone number/email address with your "mail – in "request for communication purposes.
- Send a self-addressed stamped envelope for prompt reply.

*Please note: these are general requirements and additional documentation may be requested upon review of your application for Certificate of Title.*

### ***Transfer of Ohio Title***

- Assignment (top portion) of original Ohio title filled out in its entirety, signed by seller(s) and notarized.
- Buyer's Acknowledgement of Odometer Certification (middle portion) of original Ohio title signed by purchaser(s).
- Application (bottom portion) of original Ohio title filled out in its entirety, signed by purchaser(s) and notarized.
- Lien release from lien holder if an open lien exists
- \$15.00 title fee plus sales tax (based on county of residence) on purchase price.

### ***Transfer of Non-Ohio Title***

- Original certificate of title with assignment completed in its entirety.
- A BMV Out of State Inspection Form.
- Lien release from lien holder if an open lien exists.
- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under *Forms*) filled out in its entirety, signed by applicant(s) and notarized.
- Applicant's Odometer Statement (located on website under *Forms*) if applicable.
- \$16.50 title fee plus sales tax (based on county of residence) on purchase price.

### ***Duplicate/Replacement Ohio Title***

- Ohio Application for Certificate of Title to a Motor Vehicle (located on website under *Forms*) with the *Duplicate/Replacement* section completed in addition to vehicle and owner(s) information. Application must be signed by owner(s) and notarized.
- Lien release from lien holder if an open lien exists.
- \$15.00 title fee.

### ***For the following title transactions please call our office at 440-350-2800 or 440-918-3425***

- Probate/Surviving Spouse
- Lease transactions
- Court Order

### ***Mail your forms and make check or money order payable to:***

Maureen G. Kelly Clerk of Courts  
Auto Title Department  
8804 Mentor Ave.  
Mentor OH 44060  
(440) 350-2800

Maureen G. Kelly Clerk of Courts  
Auto Title Department  
30188 Euclid Ave.  
Wickliffe, OH 44092  
(440) 918-3425

**Mail in 2020 4/2/2020**