

Susan T. Leonard

Justice of the Peace-Fourth Ward/Notary Public
St. Tammany Parish, Louisiana

225 St. Ann Drive
Mandeville, LA 70471
Office@MandevilleJustice.com

Office: (985) 624-3076
Fax: (985) 626-7296

COURT ORDER INSTRUCTIONS

Motor Vehicle Court Order Fee: \$130
Value of the Vehicle Must Be Less Than \$5,000

Your Affidavit Must Contain the Following Information:

1. The current owner of the vehicle, name and address.
2. The date the vehicle was acquired.
3. Who was the vehicle acquired from and their last known address?
4. How much was this vehicle purchased for and was it paid in full?
5. Has the vehicle remained lien free?
6. Description of the vehicle including year and VIN number.
7. The circumstances why this documentation is not available.
8. The affidavit must be notarized.

You must acquire a physical inspection of the vehicle from the Louisiana State Police verifying ownership.

INSPECTIONS ON VEHICLES AND TRAILERS

Louisiana State Police, Troop L
2600 N Causeway Blvd.
Mandeville, LA 70471
Monday - Friday 8:00am - 4:00pm
(985) 893-6250

Bring the notarized affidavit, bill of sale and state police inspection to the Justice of the Peace's office to obtain a court order.

The Louisiana Office of Motor Vehicles will not accept a Court Order issued if no proof of ownership is provided (abandoned vehicles). You must obtain a Judgment from a District Court or contact a Sheriff regarding a "Sheriff's" or Judicial Sale.

Once the request is accepted by the office of the Justice of the Peace, no refunds can be issued. There is no guarantee that a Court Order will be issued in this case. It takes a minimum of 3 weeks for a response to be issued to the Justice of the Peace's office from the Louisiana Office of Motor Vehicles.

Applicant

Date



Justice of the Peace Request for Review Prior to Judgment

Louisiana Department of Public Safety, Office of Motor Vehicles
PO Box 64886, Baton Rouge, LA 70896-4886

Prior to the issuance of a Judgment, it is required to fax the following information for a title search to be performed. Please print or write legibly. All requests may be faxed to (225) 925-7059 or may be mailed to the above address.

1. Name of Applicant (owner in possession): _____
2. Date the vehicle was acquired: _____
3. Physical address of the applicant: _____
City: _____ State: _____ Zip: _____

4. Seller/Entity from whom the vehicle was acquired (include the address if available):
Seller Name: _____
Physical Address of the seller: _____
City: _____ State: _____ Zip: _____

Does the seller possess proof of his/her ownership confirming their authority to sell this vehicle? _____ Yes _____ No If yes, fax documentation with this request form.

5. Nature/History of the acquisition, including a thorough explanation of the circumstances as to why the proper documentation is not available. Check all that apply:

- ___ Applicant does not possess a Bill of Sale.
- ___ The Seller provided a Bill of Sale only, which is attached.
- ___ No longer in contact with the seller.
- ___ Seller never mentioned where title was last issued.
- ___ Titled owner contacted but would not cooperate in applying for a duplicate title (may require certified letter).
- ___ Dealership is no longer in business, contacted Used Motor Vehicle Commission (correspondence is attached)
- ___ Promised a title but the Seller never surrendered it.
- ___ Other (requires explanation): _____

6. Complete description of the vehicle (**Incomplete information may prevent the Office of Motor Vehicles from locating the correct record.**)

Vehicle Identification Number (VIN): _____
Make: _____ Model: _____ Year: _____

7. Consideration (Monies, etc.) involved must be indicated: _____

8. Vehicle must be lien free or, if a lien has been recorded on the title, you must submit a lien release from the recorded lien holder.

___ Vehicle is lien free. ___ Lien Release is attached.

9. Affidavit of Physical Inspection conducted by a post certified commissioned law enforcement officer was performed. ___ Physical Inspection Affidavit is faxed with this Request Form.

Justice of the Peace's Name: _____

Address: _____

Ward: _____ **Parish:** _____

Fax Number: _____ **Phone Number:** _____

Email Address: _____ **Date:** _____

**SUSAN T. LEONARD
STATE OF LOUISIANA
PARISH OF ST. TAMMANY
FOURTH WARD COURT**

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared _____,
who being first duly sworn, deposes and says that on the _____ day of _____, 20____,
within the jurisdiction of the Honorable Court, in the peace of the State of Louisiana, then in being residents
of St. Tammany Parish, that:

WHEREUPON, deponent(s) charge(s) that said above statement is true and correct, with having SWORN
BEFORE, A JUSTICE OF THE PEACE, prays that same may be honored and dealt with according to law.

SWORN TO AND SUBSCRIBED BEFORE ME, this _____ day of _____, 20____.

WITNESSES:

JUDGE:

Print Name:

Susan T. Leonard

Print Name:



No. # 167950

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
OFFICE OF STATE POLICE
P.O. BOX 66614
BATON ROUGE, LA. 70806

AFFIDAVIT OF PHYSICAL INSPECTION FOR VEHICLE IDENTITY VERIFICATION

To be completed only by authorized Louisiana State Police, or other full-time commissioned law enforcement officers, in accordance with L.R.S. 32:706.2

MODEL YEAR: 2001	MAKE AND MODEL or SERIES: Ford Escape	VEHICLE COLOR: Dark
BODY TYPE: 4dr SUV	NO. OF AXLES: 2	MOTIVE POWER: (FUEL) GAS
		EST. WEIGHT: (TRAILERS) N/A

COMPLETE VEHICLE IDENTIFICATION NUMBER (VIN)

1	E	M	Y	U	1	1	7	2	K	F	1	0	0	8	4
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VIN GENERAL LOCATION:

- Visible through windshield
- Body - Left (Driver Side)
- Body - Right
- Engine Compartment
- Trunk
- Frame
- Other: _____

VIN TYPE:

- Metal Plate
- Stamped on Body
- Stamped on Frame
- Label
- Other: _____
- Has Been Tampered With or Altered
- Remarks below

VIN VERIFIED IN N.C.I.C. (REQUIRED):

- Yes
- No
- Remarks below

VEHICLE CONDITION:

- Drivable
- Not-Drivable
- Damaged (list in comments section)
- Not Damaged
- Remarks below

VIN ATTACHED BY:

- Not visible
- Rosette rivets
- Round rivets
- Screws
- Adhesive
- Not Applicable
- Other: _____

Sample

LICENSE PLATE ON VEHICLE:

None

Dealer

Temporary Permit

License Plate Number: _____

State: _____

Exp. Date: _____

Temporary Permit Number: _____

State: _____

Exp. Date: _____

ODOMETER

READING:

1

Remarks below

SUPPORTING DOCUMENTS:

- Agree with VIN
- Disagree with VIN
- No VIN on documents
- None
- Remarks below

SUPPORTING DOCUMENTS PRESENTED:

- Title
- Bill of Sale
- Notarized Affidavit
- Other: _____
- Remarks below

FEDERAL CERTIFICATION LABEL (1970 and subsequent year models):

- Agrees with VIN
- Disagrees with VIN
- Illegible / Damaged
- Missing
- None - N/A
- Remarks below

VEHICLE REJECTED

(Remarks REQUIRED below)

I certify under penalty of law that I have physically inspected the vehicle described above and I find the description of the vehicle to be as indicated.

INSPECTING OFFICER: (PRINT FULL NAME) TFC Yolanda Williams		RANK / BADGE NO. / PHYSICAL INSPECTION CERT. NO.: TFC 12513 / 1-2513	
INSPECTED / VERIFIED AT: Residence	ADDRESS 73160 Hillcrest Blvd	CITY Albion Springs	STATE ZIP LA 70420
OFFICER'S SIGNATURE X [Signature]	DATE AND TIME OF INSPECTION: 7/14/14 0940hrs		
EMPLOYER: LSP	<input checked="" type="checkbox"/> STATE POLICE	TROOP 1	OTHER <input type="checkbox"/> _____ (PRINT DEPARTMENT NAME)
PERSON REQUESTING INSPECTION: (PRINT NAME) Brenda B. Boleman		DRIVER'S LICENSE NO. / STATE OF REQUESTING PERSON: 380 3148 / LA	
SIGNATURE OF PERSON REQUESTING INSPECTION: X [Signature]		DATE AND TIME: 7/14/14 0940hrs	
REMARKS: Mrs. Boleman presented a white less-leaf piece of paper with the driver's name and description of the vehicle as a bill of sale. There was no signature on the paper, however the name did match the registered owner's name Anthony Fry on the VIN # check. The mileage was not able to read because it's digital, and the vehicle battery was dead.			
(Make any additional remarks on back of White copy for OMV record)			