

# 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: \$100**  
**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.

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Applicant

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Date

STATE OF LOUISIANA  
OFFICE OF MOTOR VEHICLES

Justice of the Peace  
Request for Review Prior to Judgment

Prior to the issuance of a judgment, you are required to fax the following information for a title search to be performed. Please print or write legibly. All requests must be faxed to : (225) 925-4739: 4738

1. Name of current vehicle owner (Applicant): \_\_\_\_\_

2. Date vehicle was acquired: \_\_\_\_\_

3. Physical address of the applicant: \_\_\_\_\_  
\_\_\_\_\_

4. Seller/Entity from whom the vehicle was acquired (include the address if available): \_\_\_\_\_  
\_\_\_\_\_

5. Nature/History of the acquisition, including a thorough explanation of the circumstances as to why the proper documentation is not available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Complete description of the vehicle (Complete vehicle identification, make, model year): \_\_\_\_\_  
\_\_\_\_\_

(INCOMPLETE INFORMATION MAY PREVENT THE OFFICE OF MOTOR VEHICLES FROM LOCATING THE CORRECT RECORD)

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

8. Vehicle must be lien free or if a lend has been perfected on the title, must submit a lien release form the recorded lien holder.     Vehicle is lien Free     Lien Release Faxed with this Request Form

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

10. Justice of the Peace's Name: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Ward: \_\_\_\_\_ Parish: \_\_\_\_\_

Susan T. Leonard  
Justice of the Peace-Ward 4  
St. Tammany Parish

**AFFIDAVIT**

BEFORE ME, the undersigned authority, personally came and appeared

\_\_\_\_\_, who being first duly sworn, deposes and says  
that on or about \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_ o'clock \_\_\_ M  
within the jurisdiction of the Honorable Court, in the peace of this State, then in being  
residents of St. Tammany Parish, that: \_\_\_\_\_

\_\_\_\_\_  
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WHEREUPON, deponent(s) charges that said above statement is true and correct, with  
having SWORN BEFORE ME, 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 \_\_\_\_\_

X \_\_\_\_\_ JUDGE \_\_\_\_\_

X \_\_\_\_\_

Affiant (s)



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 2 M Y U 1 1 7 2 K F 1 0 0 8 4

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) RANK / BADGE NO. / PHYSICAL INSPECTION CERT. NO.:

TFC Yolanda Williams TEC 12513 / 1-2513

INSPECTED / VERIFIED AT: ADDRESS CITY STATE ZIP

Residence 73160 Hillcrest Blvd Abita Springs LA 70420

OFFICER'S SIGNATURE DATE AND TIME OF INSPECTION:

X [Signature] 2513 7/14/14 0940hrs

EMPLOYER: STATE POLICE TROOP OTHER

LSP [X] STATE POLICE TROOP 1 OTHER (PRINT DEPARTMENT NAME)

PERSON REQUESTING INSPECTION: (PRINT NAME) DRIVER'S LICENSE NO. / STATE OF REQUESTING PERSON:

Brenda B. Boleman 380 3148 / LA

SIGNATURE OF PERSON REQUESTING INSPECTION: DATE AND TIME:

X Brenda B. Boleman 7/14/14 0940hrs

REMARKS:

Mrs. Boleman presented a white less-bill piece of paper with the previous owner'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)