

## What you need to know to obtain an order for a Quiet Title

- 1) Notice of Claim must include the Year, Make, Model and Vehicle Identification Number. If you do not have all of this information you may be required by the BMV to do a VIN check to obtain the information. If it is unobtainable you will need to note that you exercised due diligence and were unable to determine year, make, model or VIN. Failure to determine and include the required information may result in the denial of a Quiet Title Order or the necessity to refile and pay additional costs and fees. The publication is for any other party that may have a claim to the vehicle (To Whom It May Concern). If known, you must list the last known owner of the vehicle as a Defendant. You must also list any other party known to you to have a possible interest in the vehicle and obtain service on that party. The named Defendant(s) should be served by Sheriff or Certified Mail.
- 2) If you are attempting to get an order from the court to obtain a Title and VIN number from the Bureau of Motor Vehicles, you must provide as many details as possible to identify the item, year, make, model, color, dimensions, etc. (Boats, trailers, mobile homes, etc.)
- 3) The wording in the body of the Notice of Claim form should state: **“If you claim any title to or interest in motor vehicle, you must respond within 30 days after the last notice of this action is published, or a Default Judgement may be entered for (Name of Plaintiff), granting him/her exclusive title to the motor vehicle. (Name of Plaintiff) therefore seeks judgment for issuance of title to him/her by the Bureau of Motor Vehicles of the state of Indiana.”**
- 4) Service by Publication (3 insertions) is only accepted from the Fort Wayne Newspaper and KPC Media Group (Northwest News). Only needs to be published in one of the below options.
  - a. Fort Wayne Newspapers 600 West Main Street, Fort Wayne, IN 46801 (260)-461-8444
    - i. The Journal Gazette in partnership with Column
      1. Enter your public notice at <https://journalgazette.column.us>
      2. Need help? <https://help.column.us>
  - b. KPC Media Group 6418 Lima Rd, Fort Wayne, IN 46818  
(260)426-2640
- 5) Proof of Publication needs to be filed on the case by the hearing date. If the Publication mails it to the Clerk’s Office, the Proof of Publication will be entered. If the Publication fails to the Clerk’s Office, the Plaintiff should file a copy with the Clerk.