

## **NOTICE ON CLOSURE OF THE OFFICE OF THE CLERK OF COURT TITLE**

Effective March 20, 2020 at 4:30, the title Department will be closed to the public until further order of the Ottawa County Commissioners.

- (1) Transfer of motor vehicles, watercraft, modular home and manufacture mobile home titles will not be done unless dealers who drop off titles, include all necessary paperwork, fees and taxes, or electronically provide all necessary information, fee and taxes; or unless received by mail with all necessary paperwork, fee and taxes. All necessary paperwork means the documents must be fully completed accurately, all necessary and appropriate names, address of parties involved and properly notarized. Titles submitted for transfer which are defective or without proper fee or taxes will remain with the title office until the county emergency is lifted.
  
- (2) Any dealer who drops off a title transfer request shall be between 8:00 a.m. and 12:00 p.m.; shall be after the dealer has first called the office and set a time at which the titles will be dropped off. The title(s) shall be handed to a staff member of the title department. The titles left to anyone other than a staff member will not be processed until the emergency order of the Ottawa County Commissioners has been lifted. All titles processed will result with a proper receipt and new title(s) which will be delivered to the appropriate person after the office sets up a time and day to pick up the titles or mailed as dictated by appropriate party.