

# CASS COUNTY COURTS FILING CHECKLIST TO OBTAIN COURT ORDER ASSIGNING OWNERSHIP OF MANUFACTURED HOME/MOBILE HOME

Owners of a manufactured or mobile home who need a title for a mobile home who cannot obtain an assignment of title from the prior owner, can bring a Court action to obtain a Court order assigning ownership. The court order serves in place of an assigned title.

<b>Court</b>	Circuit Court, CH case type
<b>Filing Fee</b>	\$175, plus \$10 for certified copy of final order
<b>Forms Used</b>	<ul style="list-style-type: none"> <li>• Summons, SCAO form, <a href="#">MC 01</a></li> <li>• Complaint, SCAO form, <a href="#">MC 01a</a>--Include the following information: <ul style="list-style-type: none"> <li>○ Description of manufactured/mobile home including identification of the mobile home by year, make, and manufacturer's serial number (serial number likely attached--Google your manufacturer for details on locating serial number)</li> <li>○ Description of any loans, liens or encumbrances against the manufactured/mobile home including the name of the creditor and address of the creditor</li> <li>○ Street address, including village/city and county where manufactured/mobile home is located</li> <li>○ Legal address of real estate where manufactured/mobile home is located</li> <li>○ How Plaintiff acquired ownership including prior owner(s) or seller(s) name and address</li> <li>○ What efforts Plaintiff has made to secure title to the manufactured/mobile home</li> </ul> </li> <li>• Notice of Hearing and Motion, SCAO form, <a href="#">MC 326</a> <ul style="list-style-type: none"> <li>○ Motion title: Motion for entry of an Order declaring ownership of manufactured/mobile home (if doing service any way other than by publication) OR Motion for Service by Publication and entry of Order declaring ownership of manufactured/mobile home (if doing service by publication)</li> <li>○ The hearing date will be filled in by the Court (if you are doing service by publication, your hearing will be set 45 days out to allow for you to arrange for publication over a 3 week period of time as required by <a href="#">MCR 2.106</a>)</li> <li>○ In area for Motion, be sure to include details about how you acquired ownership of this manufactured/mobile home and why you are in need of a Court order to establish title</li> </ul> </li> <li>• If doing service any way other than by publication, you will need to complete page 2 of the Summons, SCAO form, <a href="#">MC 01</a>, and send it back to the Court including a completed "Proof of Service" and "Certificate/Affidavit of Service" showing how service of the Summons and Complaint was accomplished.</li> <li>• If doing service by publication, Order for Service by Publication/Posting and Notice of Action, SCAO form, <a href="#">MC 307</a></li> </ul>

<b>At the hearing</b>	<ul style="list-style-type: none"> <li>• Bring whatever evidence you have of your ownership claim to the manufactured/mobile home (for example, deed, purchase agreement, etc.)</li> </ul>
<b>Applicable Court Rules</b>	<ul style="list-style-type: none"> <li>• <a href="#">MCR 2.102</a>, Summons</li> <li>• <a href="#">MCR 2.106</a>, Notice by Posting or Publication</li> </ul>
<b>What to do AFTER you get a Court Order Assigning Ownership to You</b>	<ul style="list-style-type: none"> <li>• The Court will make sure that your Order is recordable and then you can record it with the Register of Deeds</li> <li>• You will also need to work with the Secretary of State to obtain a title for the mobile home—more information about this can be found at: <a href="https://www.michigan.gov/sos/vehicle/mobile-homes">https://www.michigan.gov/sos/vehicle/mobile-homes</a></li> </ul>

### Legal Resources

- State Bar of Michigan - <https://www.michbar.org/>
- Legal Resource and Referral Center - <https://lrs.michbar.org/>
- Michigan Legal Help - <http://michiganlegalhelp.org/>
- Legal Aid - Phone: (888) 783-8190 or <https://www.lawestmi.org/>

*This document is for informational purposes. It is not a substitute for legal advice.  
The staff from the Cass County Courts cannot give you legal advice and cannot tell you what to do.  
If you have legal questions, please speak to an attorney.*