

**HOW TO FILE
LANDLORD-TENANT OR LAND CONTRACT CASES
15TH DISTRICT COURT**

MCR 4.201 governs summary proceedings to recover possession of premises. For your convenience, the court has prepared the following guidelines for filing summary proceedings cases:

Landlord - tenant or land contract cases shall consist of the following forms:

- For one defendant: a summons conforming to MCR 4.201(C) containing an original and four copies. Make sure to use a 5 - part set (DCH 104).
- A complaint consisting of an original and four copies (DCH 102a, 102b, 102c or 103).
- Three copies of the lease agreement, land contract or other written instrument upon which the occupancy is based.
- Three copies of the appropriate notice to quit (DCH 100a, b or c).
- An envelope addressed to the defendant with enough postage to mail a copy of summons and complaint, lease agreement, and notice to quit. The return address on the envelope should be to the district court.

For each additional defendant, the following forms shall be filed along with the above:

- Summons: a complete (5 part) set for each defendant, (or) 2 additional copies (with instructions for legal help) and one additional copy (with return of service on reverse).
- Two copies of the complaint.
- Two copies of the lease agreement, land contract, or other instrument upon which the occupancy is based.
- Two copies of the appropriate notice to quit.
- An envelope addressed to each defendant with enough postage to mail one copy of the summons and complaint, lease agreement, and notice to quit. Return address should be to the district court.
- **A FILING FEE IS REQUIRED BEFORE AN ACTION CAN BE STARTED. SEE CLERK FOR FEE INFORMATION**
- **SEE THE REVERSE SIDE FOR IMPORTANT INFORMATION REGARDING SERVICE OF DOCUMENTS.**

WHO MAY SERVE PROCESS

Pursuant to MCR 2.103(A), process in civil actions may be served by any legally competent adult who is not a party or an officer of a corporate party. Attorneys having frequent business with the court may request that a file be kept for summons pick up by either a messenger or designated process server. If the documents are to be picked up by a process server, each must designate the process server by name. Documents to be returned by messenger must be clearly marked as such.

Parties may still have Judy Bell serve documents. Place her name on the summons form, determine the service fee and attach a check to the document you want served. Make checks payable to Judith A. Bell.

Documents requiring service that do not designate a process server by name will be returned to the filing party, unless other arrangements have been made. A self-addressed envelope must accompany the summons for this purpose.

Service of process requiring seizure of property will be restricted to a sheriff or deputy sheriff, or a bailiff or court officer appointed by the court for that purpose (MCR 2.103(B)). Service of process in Landlord - Tenant cases is governed by MCR 4.201(D).