

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

The MiFile e-filing system is used by this court to process all landlord-tenant, small claims and general civil cases. Attorneys are required to e-file per MCR 1.109(G)(3)(f). Self-represented parties may participate in the e-filing program but are not required to do so.

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

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

For one defendant:

- The original plus two copies of the Summons (DC 104).
- Two copies of the appropriate notice:
 - Demand of Nonpayment of Rent (DC 100a)
 - Demand for Possession Damage/Health Hazard to Property (DC100b)
 - 30-day Notice to Quit (DC100c)
 - Demand for Possession Termination of Tenancy due to Unlawful Drug Activity on Premises (DC100e)
 - Forfeiture Notice-Land Contract (DC101)
- The original plus two copies of the appropriate Complaint:
 - Complaint-Nonpayment of Rent (DC 102a)
 - Complaint-Damage/Health Hazard to Property (DC 102b)
 - Complaint to Recover Possession of Property (DC 102c)
 - Complaint-Termination of Tenancy (Mobile home) (DC 102d)
 - Complaint for Possession after Land Contract Forfeiture (DC103)
- Two copies of the lease or other pertinent information to your claim
- Filing Fee:
 - Possession only- \$55
 - Possession and Money Judgment
 - Claim up to \$600 = \$90
 - Claim \$601-\$1750 = \$110
 - Claim \$1751-\$10,000 = \$130
 - Claim over \$10,000 = \$215
 - Order for eviction = \$15

For each additional defendant:

- One additional copy of the Complaint
- One additional copy of the lease agreement, land contract, or other instrument upon which the occupancy is based

Deadline for filing:

- Paperwork must be filed by Monday at Noon
 - Hearings are scheduled on Thursdays at 1:30 p.m.

Additional help resources:

- Michigan Legal Help website: <https://michiganlegalhelp.org/>
- Washtenaw County Bar Association Lawyer Referral and Information Service at 734-996-3229 or <https://www.washbar.org/>

It is your responsibility to mail a court sealed copy to all named defendants.

REQUESTS FOR COURT TO SEND SECOND MAILING

At your request, the court will send a copy of your claim to each Defendant. This is called serving the Complaint, Summons and any other documents filed with the court on the Defendant. The Request for Court Mailing form can be found on the court's Forms web page. Please complete one form for each defendant you would like the court to serve. The cost of the service by certified mail, return receipt requested fee, is \$13 per certified mailer (one per defendant), payable to the 15th District Court.

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.

Parties *may* have a court officer serve documents. If using a process server, inform the court clerk when filing your summons and complaint if you are choosing:

- J. F. Moore & Associates (734-547-0552)
- Jim Damron (734-330-9567)
- Washtenaw County Sheriff's Office Civil Bureau (734-973-4937)

A separate service fee is required and payable directly to the court officer.

Service of process requiring seizure of property will be restricted to a sheriff or deputy sheriff or court officer appointed by the court for that purpose (MCR 2.103(B)). Service of process in landlord-tenant cases are governed by MCR 4.201(D) and MCR 2.105.