

**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 proceeding cases:

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

- For one defendant: a summons consisting of an original and four copies (DC 104).
- A complaint consisting of an original and four copies (DC 102a, 102b, 102c, 102d).
- Three copies of the appropriate notice to quit (DC 100a, 100b, 100c, 100e, 101).
- 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 will be the 15th District Court.

For each additional defendant, the following forms shall be filed in addition to above:

- A completed summons (5 part) for each named defendant, (or) make 2 additional copies of the “Tenant” form (as indicated on the bottom of the form which contains the instructions for legal help) and one additional copy of the “Proof of Service” front and back (as indicated on the bottom of the form and the copy on back contains the return of service).
- Two additional copies of the complaint.
- Two additional copies of the lease agreement, land contract, or other instrument upon which the occupancy is based.
- An envelope addressed to each defendant with enough postage to mail each named defendant a copy of the summons and complaint, lease agreement, and notice to quit. The return address on the envelope will be the 15th District Court.

A FILING FEE IS REQUIRED BEFORE A CASE CAN BE STARTED. SEE CLERK FOR FEE INFORMATION.

SEE THE REVERSE SIDE FOR IMPORTANT INFORMATION REGARDING SERVICE OF YOUR CASE.

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. Inform the court clerk when filing your summons and complaint if you are choosing Judy Bell (734.662-3381), J. F. Moore & Associates (734.547.0552), Jim Damron (734.330.9567) or the Washtenaw County Sheriff's Office Civil Bureau (734.973.4937) to effect service of process. A separate service fee is required and payable to the court officer. Business cards are available from the clerk.

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 and complaint for return of these documents.

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 are governed by MCR 4.201(D) and MCR 2.105.