

STATE OF MICHIGAN



LAURA R. MACK
District Judge

LINDA GABLE
Court Administrator

DISTRICT COURT
29TH JUDICIAL DISTRICT OF MICHIGAN
34808 SIMS AVENUE, WAYNE, MICHIGAN 48184
TELEPHONE: 734-722-5220 FAX: 734-722-7003

Landlord/Tenant Filing Requirements
Effective: January 1, 2013

All copies of all documents must be legible.

The court will charge \$1 per page for copies requested/required at time of filing.

- **Demand for Possession or Notice to Quit*** must be presented by the Plaintiff.
- **Certificate of Service** on the Demand for Possession or Notice to Quit* must be completed and signed by Plaintiff, and must show proper amount of notice time has passed.
- **Summons** must be completed by the Plaintiff through #1, including judicial district, court address and phone number.
- **Complaint** type must match Demand for Possession or Notice to Quit, and must be completed, dated and signed by the Plaintiff, including judicial district, court address and phone number.
- **Plaintiff must provide the following when filing a case:**
 - Original Demand for Possession or Notice to Quit*, plus two copies****
 - One copy of lease, if any**
 - Completed Summons and Complaint, including two service copies for Defendant****
 - Correct Filing Fees and Service Fees***
 - Addressed, stamped envelopes for Plaintiff and Defendant(s)*****

* If required.

** Based on one tenant Defendant; two *additional copies* required for each additional tenant.

*** If filing completed at counter, envelope needed for Defendant(s) only. If filed by mail and copies being returned to Plaintiff for service, envelope needed for Plaintiff only. If filed by mail and court will be handling service, envelopes needed for Defendant(s) and Plaintiff. *The court will charge \$1 apiece to create required envelopes.*

– ATTENTION ENTITIES (CORP, LLC, etc.) and POAs –

- **If plaintiff property is owned/held by LLC, Corporation or Partnership, filing must so reflect, and plaintiff must be represented by attorney during proceedings.**
- **If filing is made under Power of Attorney (POA), filing must so reflect, and copies of valid POA must be provided along with agent statement that POA has not been revoked by principal.**