

Court address Court telephone no.

Plaintiff's name, address, and telephone no.

Plaintiff's attorney, bar no., address, and telephone no.

**v**

Defendant's name, address, and telephone no.

If you require accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

**NOTICE TO THE DEFENDANT:** In the name of the people of the State of Michigan you are notified:

1. The plaintiff has filed a complaint against you and wants  a money judgment for  to evict you from

Address or description of premises

2. You are summoned to be in the district court on \_\_\_\_\_  
Day, date, and time

at the court address above,  at \_\_\_\_\_, courtroom \_\_\_\_\_.  
Location

- 3. This action  is  is not brought in the county or district in which the premises or any part of the premises is situated.
- 4. You have the right to have the case tried in the proper county, district, or court. The case will be transferred to the proper county, district, or court if you file a motion with the court before the court date above or ask for a transfer at the first hearing.
- 5. You have the right to a jury trial. You will lose this right if you do not demand a jury trial and pay the required jury fee at your first hearing or within five days of the court advising you of your rights remotely or in person at your first hearing.
- 6. A list of your rights and information about local rental and other housing help should be attached to this summons.
- 7. If you are in district court on time, you will have the chance at a hearing to say why you think you should not be evicted.
- 8. If you are not in district court on time, you may be evicted without a trial and a money judgment may be entered against you.

This document must be sealed by the seal of the court. \_\_\_\_\_  
Court clerk signature and date

**CERTIFICATE OF MAILING BY COURT**

I certify that on this date I served a copy of this summons and the complaint and required attachments on the defendant(s) by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

**Note:** Use form DC 536 for record of court mailing of second copy.

\_\_\_\_\_  
Court clerk signature and date

**CERTIFICATE OF MAILING BY PLAINTIFF**

I served a copy of this summons and the complaint and required attachments on the defendant(s) by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge and belief. I have attached a receipt of mailing from the post office.

\_\_\_\_\_  
Plaintiff signature and date

STATE OF MICHIGAN JUDICIAL DISTRICT COUNTY	SUMMONS Landlord-Tenant (Tenant's Copy)	CASE NO. and JUDGE
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Court address

Court telephone no.

Plaintiff's name, address, and telephone no.

Plaintiff's attorney, bar no., address, and telephone no.

**v**

Defendant's name, address, and telephone no.

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Court clerk signature and date

**HOW TO GET HELP**

- You have received an important legal document from a court. Your landlord is trying to evict you. This means you could lose your housing and you could owe your landlord money. It is important to respond to this quickly.
- You may hire an attorney to help you answer the complaint and prepare defenses. If you cannot afford an attorney, you can get help at [michiganlegalhelp.org](http://michiganlegalhelp.org) or you might qualify for assistance through a local legal aid office. If you do not have Internet access at home, you can access the Internet at your local library.
- If you do not have an attorney, but have money to hire one, you can find an attorney through the State Bar of Michigan Lawyer Referral Service at 1-800-968-0738 or a local lawyer referral service at [michbar.org](http://michbar.org).
- If you require accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

**PROOF OF SERVICE**

**TO PROCESS SERVER:** You must serve the summons and complaint and file proof of service with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

**CERTIFICATE OF SERVICE / NONSERVICE**

I served  personally  by registered or certified mail, return receipt requested, and delivery restricted to the addressee (copy of return receipt attached)  by delivery to a member of the defendant's or defendants' household (who was of suitable age, informed of the contents, and asked to deliver the documents promptly to the defendant(s))  after diligent attempts at personal service, by securely attaching the papers to the main entrance of the tenant's or tenants' dwelling unit as described below a copy of the summons and complaint, together with the attachments listed below, on:

I have attempted to serve a copy of the summons and complaint, together with the attachments listed below, and have been unable to complete service on:

Name	Date and time of service
Place or address of service	
Attachments (if any)	
Attempts at service by secure attachment	

- I am a sheriff, deputy sheriff, bailiff, appointed court officer or attorney for a party.
- I am a legally competent adult who is not a party or an officer of a corporate party. I declare under the penalties of perjury that this certificate of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	<b>TOTAL FEE</b>
\$		\$	\$

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)

**ACKNOWLEDGMENT OF SERVICE**

I acknowledge that I have received service of a copy of the summons and complaint, together with

\_\_\_\_\_ on \_\_\_\_\_  
Attachments (if any) Date and time

\_\_\_\_\_ on behalf of \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (type or print)