

STATE OF MICHIGAN



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 landlord.
- **Certificate of Service** on the “Demand for Possession” or “Notice to Quit” must be completed and signed by the landlord, and must show that the proper amount of time has passed (7 days for “Demand for possession”, 30 days or 1 rental period for “Notice to Quit”).
- **Summons** must be completed by the Landlord, including judicial district, court address and phone number. The court will provide the court date listed in #2 on the form.
- **Complaint** type must match Demand for Possession or Notice to Quit, and must be completed, dated and signed by the Landlord, including judicial district, court address and phone number.
- **Landlord must provide the following when filing a case:**
 - Original “Demand for Possession” or “Notice to Quit” form, plus two copies per tenant**
 - One copy of lease, if applicable**
 - Completed “Summons” and “Complaint” plus two copies per tenant**
 - Correct Filing Fees and Service Fees (see reverse side)**
 - Addressed, stamped envelopes for landlord and tenant(s)***

* If filing in person at the court- an addressed, stamped envelope is needed for each tenant.

If filing by mail, and copies are being returned to landlord for service- an addressed, stamped envelope is needed for the landlord.

If filing by mail, and the court will be handling service- an addressed, stamped envelope is needed for each tenant and the landlord.

The court will charge \$1 per required envelope.

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

- **If landlord property is owned/held by LLC, Corporation or Partnership, filing must so reflect, and landlord 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(POA), filing must so reflect, and copies of valid POA must be provided along with agent statement that POA has not been revoked by principal**