



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

AMENDED MEMORANDUM

DATE: March 31, 2023
FROM: SCAO Forms Team
RE: Revision of various civil proof of service forms.

Below is a list of SCAO-approved court forms where the proof of service pages were revised. An explanation of the changes to each form is provided, along with instructions on use of previously approved versions and a copy of the form with the changes highlighted. Translated forms will be released separately when available.

If a form is used by the court through a JIS case management system, you will receive a separate notice from JIS regarding the release of the form. Until then, please use the current version posted to the One Court of Justice website.

For suggestions about these court forms, please contact CourtFormsInfo@courts.mi.gov.

[DC 44, Order for Return of Property or Discharge of Lien in Forfeiture Proceedings](#)

Most recent update: (3/23) version

Use of existing paper stock: (3/15) version of the form can be used until March 29, 2023

- [Click here to see the form.](#)

The proof of service form was updated to remove the notarization requirement to reflect the service requirements under Michigan statute and court rules. Additionally, formatting changes were made to meet new form standards.

[DC 84, Affidavit and Claim, Small Claims](#)

Most recent update: (3/23) version

Use of existing paper stock: (6/22) version of the form can be used until March 29, 2023

- [Click here to see the form.](#)

The proof of service form was updated to remove the notarization requirement to reflect the service requirements under Michigan statute and court rules.

[DC 101, Forfeiture Notice, Land Contract](#)

Most recent update: (3/23) version

Use of existing paper stock: (3/12) version of the form can be used until March 29, 2023

- [Click here to see the form.](#)

The proof of service form was updated to remove the notarization requirement to reflect the service requirements under Michigan statute and court rules. Additionally, formatting changes were made to meet new form standards.

[DC 104, Summons, Landlord-Tenant/Land Contract](#)

Most recent update: (3/23) version

Use of existing paper stock: (4/21) version of the form can be used until March 29, 2023

Note: The previous version of the form may be used if the “Approved, SCAO” language is removed or redacted from the document.

- [Click here to see the form.](#)

The form was revised per the recommendations of the 2022 Civil Forms Workgroup. The proof of service form was updated to remove the notarization requirement to reflect the service requirements under Michigan statute and court rules.

[DC 118, Complaint and Summons Regarding Dangerous Animal](#)

Most recent update: (3/23) version

Use of existing paper stock: (6/18) version of the form can be used until March 29, 2023

- [Click here to see the form.](#)

The proof of service form was updated to remove the notarization requirement to reflect the service requirements under Michigan statute and court rules. Additionally, formatting changes were made to meet new form standards.

[Redacted]

[Redacted]

STATE OF MICHIGAN
JUDICIAL DISTRICT

ORDER FOR RETURN OF PROPERTY
OR DISCHARGE OF LIEN IN
FORFEITURE PROCEEDINGS

CASE NO. and JUDGE

Court address

Court telephone no.

The People of

The State of Michigan

v

Defendant's name, address, and telephone no.

[Redacted]

In the matter of _____
First, middle, and last name

ORDER

THE COURT FINDS:

- 1. A warrant was not issued against a person for the commission of a crime within 28 days after the personal property was seized or within 28 days after the lien was filed on the real property.
- 2. All charges against the consenting legal owner relating to the commission of a crime were dismissed.
- 3. The consenting legal owner charged with committing a crime was acquitted of the crime.
- 4. The case involved multiple defendants and all persons charged with committing a crime were acquitted of the crime.

IT IS ORDERED:

5. The following personal property shall be returned to the owner: _____

6. The lien filed against the following real property shall be immediately discharged: _____

[Redacted]

Judge signature and date

Page added

NOTICE OF RETURN OF PROPERTY

TO: _____

*This notice must be given to all persons who were sent notice of seizure and intent to forfeit and dispose of property.

7. _____, representing the seizing agency, notifies you that the personal property described above was returned to the owner.

8. The attorney general prosecuting attorney city/township attorney for _____ notifies you that the lien filed against the real property was discharged.

Date

Signature

Name (type or print)

New format for process of service

Order for Return of Property or Discharge of Lien in Forfeiture Proceedings (3/23)

Case No. _____

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the notice of return of property 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 certified mail a copy of the notice of return of property, together with the attachments listed below, on:

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

Defendant's name	Date and time of service
Place or address of service	
Attachments (if any)	

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	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

Notary block removed

NOTICE OF PUBLICATION

It has been determined that the name and address of the person to whom this notice is directed cannot be reasonably ascertained or delivery of the notice cannot be reasonably accomplished. The notice of return of property was published for at least 10 consecutive publishing days as required by law in a newspaper of general circulation in the county where the personal property was seized or is located. Proof of publication is attached.

Date _____

Signature _____

Name (type or print) _____

STATE OF MICHIGAN JUDICIAL DISTRICT	AFFIDAVIT AND CLAIM Small Claims	CASE NO. and JUDGE
--	---	---------------------------

Court address _____ Court telephone no. _____

See additional notice and instructions on page 2.

1. _____
Plaintiff

Address

City, state, zip Telephone no. _____

2. _____
Defendant

Address

City, state, zip Telephone no. _____

NOTICE OF HEARING For Court Use Only	
The plaintiff and the defendant must be in court on	
_____ Day _____ Date	
at _____ at <input type="checkbox"/> the court address above.	
<input type="checkbox"/> _____ Time Location	
_____ Process server's name	Fee paid: \$ _____

3. A civil action between these parties or other parties arising out of the transaction or occurrence alleged in this complaint has been previously filed in this court _____ Court.

It was given case number _____ and assigned to Judge _____.

The action remains is no longer pending.

4. I have knowledge or belief about all the facts stated in this affidavit and I am the plaintiff or his/her guardian, conservator, or next friend. a partner. a full-time employee of the plaintiff.

5. The plaintiff is an individual. a partnership. a corporation. a sole proprietor. _____.

6. The defendant is an individual. a partnership. a corporation. a sole proprietor. _____.

7. The date(s) the claim arose is/are _____.
Attach separate sheets if necessary

8. Amount of money claimed is \$ _____ . (Note: Plaintiff's costs are determined by the court and awarded as appropriate. They are not part of the amount claimed.)

9. The reasons for the claim are: _____

10. The plaintiff understands and accepts that the claim is limited to \$6,500 by law and that the plaintiff gives up the rights to (a) recover more than this limit, (b) an attorney, (c) a jury trial, and (d) appeal the judge's decision.

11. I believe the defendant is is not mentally competent. I believe the defendant is is not 18 years or older.

12. I do not know whether the defendant is in the military service. The defendant is not in the military service.
 The defendant is in the military service.

Signature

Subscribed and sworn to before me on _____
Date

Deputy clerk/Notary public signature

My commission expires on _____
Name (type or print)

Notary public, State of Michigan, County of _____ Acting in the County of _____

This notarial act was performed using an electronic notarization system or a remote electronic notarization platform.

ADDITIONAL NOTICE AND INSTRUCTIONS

TO BOTH THE PLAINTIFF AND THE DEFENDANT:

- You must bring to the hearing all witnesses, books, papers, and other physical evidence needed to prove or disprove this claim.
- Before the trial (hearing) starts, you have the right to
 1. **remove the case to the general civil division of the district court, or**
 2. have the case heard by a district court judge (if the hearing is scheduled before an attorney magistrate). If the case is heard by an attorney magistrate, you may appeal to the district judge within 7 days after the trial.
- If the case is tried in the small claims division, you give up the right to an attorney, to a jury trial, and to appeal the judge's decision.

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.

TO THE DEFENDANT:

- The affidavit and claim you have just received means you are being sued in the small claims division of the district court.
- The court is being asked to decide a matter that the plaintiff says is your obligation and responsibility.
- If you wish to deny this claim or arrange terms of payment, you must make your request by appearing at the date, time, and place stated in the notice of hearing on the front of this form.
- If you do not appear at the date, time, and place stated, a default judgment may be entered against you for the amount stated in item 8, including the costs of this action.
- If the dispute is settled before or at the hearing, you may have to pay the plaintiff's costs.
- In case a judgment is entered against you at the hearing, you should be prepared to pay the amount stated in item 8, including the costs of this action, or to make arrangements for installment payments.

New format for process of service

Affidavit and Claim, Small Claims (3/23)

Case No. _____

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the affidavit and claim no later than 7 days before the hearing date 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 defendant or the defendant's agent (copy of return receipt attached) a copy of the affidavit and claim, together with the attachments listed below, on:

I have attempted to serve a copy of the affidavit and claim, 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)	

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 \$	TOTAL FEE \$

Signature _____

Name (type or print) _____

Notary block removed

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of a copy of the affidavit and claim, together with

Attachments (if any) _____ on _____
Date and time

Signature _____ on behalf of _____

Name (type or print) _____

STATE OF MICHIGAN
JUDICIAL DISTRICT

FORFEITURE NOTICE
Land Contract

CASE NO. and JUDGE

Court address

Court telephone no.

1. You are notified that a certain land contract, dated _____ between _____
Name(s)
_____ as seller(s) (party[ies] of the first part),
and _____ as purchaser(s) (party[ies] of the second part),
Name(s)
concerning the property at _____
Address or legal description of the premises

is in default because of nonpayment of installments of principal and/or interest, and also because of

unpaid taxes.

unpaid insurance premiums.

other: _____

Explain any other material breach claimed as the basis for forfeiture

2. You have forfeited your rights under the land contract, and payment is demanded by _____
Name
who holds the land contract as seller.
 assignee of seller.
 other: _____

3. The sum of \$ _____ is now past due in principal and interest under the land contract, plus the sum of:
 \$ _____ for taxes.
 \$ _____ for insurance.
 \$ _____ other: _____

The dates upon which payments were due are _____

4. The total amount due, or the material breach(es) of contract, must be cured or paid within _____ days*
from the date of the service of notice upon you. (*15 days, unless the parties have by contract agreed to a longer time.)

5. If the total amount due is not paid in full within the time stated, or if the material breach(es) is/are not cured within the
time stated, the land contract will be forfeited, as provided in the contract, and you will be required to move out and give
up the described property without further notice to you. **IF YOU DO NOT MOVE OR PAY VOLUNTARILY, THE
CONTRACT HOLDER MAY TAKE YOU TO COURT TO EVICT YOU.**

Date

Signature

New format for process of service

Forfeiture Notice, Land Contract (3/23)

Case No. _____

CERTIFICATE OF SERVICE

I served personally by first-class mail a copy of the forfeiture notice, on:

Name	Date and time of service
Place or address of service	

I attempted to serve a copy of the forfeiture notice, together with the attachments listed below. I was unable to complete service by one of the above methods. Service was made by publication (see proof of publication below).

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.

Signature _____

Name (type or print) _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of a copy of the forfeiture notice, together with

Attachments (if any) _____

Date and time _____

Signature _____

Name (type or print) _____

PROOF OF PUBLICATION

I, _____, am the publisher agent of the publisher of _____, a qualified newspaper. Attached is a copy of the notice of forfeiture of land contract taken from the newspaper. The dates of publication were:

a. _____, b. _____, and c. _____.

Signature _____

Name (type or print) _____

Subscribed and sworn to before me on _____ Date

Deputy clerk/Notary public signature _____

My commission expires on _____ Name (type or print) _____

Notary public, State of Michigan, County of _____ Acting in the County of _____

This notarial act was performed using an electronic notarization system or a remote electronic notarization platform.

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.

- Rental unit eviction
- Land contract forfeiture

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 to recover possession, after land contract forfeiture, of 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 for such transfer.
- 5. You have the right to a jury trial. If you do not demand a jury trial and pay the required jury fee in your first defense response, you will lose this right.
- 6. If you are in district court on time, you will have an opportunity to give the reasons why you feel you should not be evicted. Bring witnesses, receipts, and other necessary papers with you.
- 7. 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).

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.

*The certificate of mailing applies to landlord-tenant cases only. _____
Plaintiff signature and date

STATE OF MICHIGAN JUDICIAL DISTRICT COUNTY	SUMMONS Landlord-Tenant/Land Contract (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.

- Rental unit eviction
- Land contract forfeiture

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 to recover possession, after land contract forfeiture, of 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 for such transfer.
- 5. You have the right to a jury trial. If you do not demand a jury trial and pay the required jury fee in your first defense response, you will lose this right.
- 6. If you are in district court on time, you will have an opportunity to give the reasons why you feel you should not be evicted. Bring witnesses, receipts, and other necessary papers with you.
- 7. 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

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 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.
- 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.

New format for process of service

Summons, Landlord-Tenant/Land Contract (3/23)

Case No. _____

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	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

Notary block removed

ACKNOWLEDGMENT OF SERVICE

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

Attachments (if any) _____ on _____ Date and time

Signature _____ on behalf of _____

Name (type or print) _____

MCR 2.104, MCR 2.105, MCR 4.201(D), MCR 4.202(F)

STATE OF MICHIGAN JUDICIAL DISTRICT	COMPLAINT AND SUMMONS REGARDING DANGEROUS ANIMAL	CASE NO. and JUDGE
--	--	---------------------------

Court address _____ Court telephone no. _____

In the matter of _____
Name of animal

COMPLAINT

1. I, _____, am interested in this matter as _____.

2. The animal named above is dangerous because
- the dog is over 6 months old, was without a license attached to its collar, and ran at large unaccompanied by its owner or engaged in lawful hunting and was not under the reasonable control of its owner after January 10 and before June 15 (MCL 287.286a).
 - the dog destroyed property, or habitually caused damage by trespassing on property, of a person not the owner (MCL 287.286a).
 - the dog attacked or bit a person (MCL 287.286a).
 - the dog showed vicious habits or molested a person when that person was lawfully on the public highway (MCL 287.286a).
 - the dog ran at large even though licensed and wearing the license tag (MCL 287.286a).
 - the animal caused serious injury or death to **an individual** or a dog (MCL 287.322).

3. **Facts in support of the above claim(s) are:** Attach separate document if needed.

4. **I request** a summons be issued commanding _____,
Name (type or print)

of _____,
Address City State Zip

the owner of the animal named above, to appear in court to show cause why the animal should not be destroyed.

 Complainant signature

Complainant address _____ City _____ State _____ Zip _____ Telephone no. _____

Subscribed and sworn to before me on _____,
Date

 Deputy clerk/Notary public signature

My commission expires on _____.
Name (type or print)

Notary public, State of Michigan, County of _____ Acting in the County of _____.

This notarial act was performed using an electronic notarization system or a remote electronic notarization platform.

Page added

SUMMONS

TO: _____

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.

IT IS ORDERED:

5. You are ordered to appear before this court on _____
Date and Time _____
at _____
to show cause why the animal identified in the above complaint should not be destroyed. Failure to appear for this hearing may result in a bench warrant being issued for your arrest.

6. The owner shall immediately turn the animal over to _____
to be held at the owner's expense until the hearing is held and a decision is made for the disposition of the animal pursuant to MCL 287.322. The owner shall notify this authority of the complaint and this order.

Date issued Expiration date Judge/Magistrate signature and date
(not less than 2 days from hearing date)

This summons is invalid unless served on or before its expiration date. This document must be sealed by the seal of the court.

New format for process of service

Complaint and Summons Regarding Dangerous Animal (3/23)

Case No. _____

PROOF OF SERVICE

TO PROCESS SERVER: You must serve the complaint and summons and file proof of service with the court clerk no more than 6 days and no less than 2 days before the hearing date. 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 animal's owner (copy of return receipt attached) a copy of the complaint and summons, together with the attachments listed below, on:

I attempted to serve a copy of the complaint and summons, 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)	

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 \$	TOTAL FEE \$

Signature _____

Name (type or print) _____

Notary block removed

ACKNOWLEDGMENT OF SERVICE

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

Attachments (if any) _____ on _____ Date and time _____

Signature _____ on behalf of _____

Name (type or print) _____