



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

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Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: June 30, 2026

FROM: SCAO Forms Team

RE: Explanation of Changes to Small Claims Forms

Below is a list of recently revised SCAO-approved court forms. An explanation of the changes, along with instructions on use of the previously approved versions and copies of the forms with the changes highlighted, is provided. Quick reference tables of the changes are provided on page 4. If the revised forms do not display upon opening, try clearing your cache.

DC 84, Small Claims Affidavit

Most recent update: (6/26) version

Use of previously approved version: (1/24) version may be used until December 31, 2026. (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was revised to reflect the new design system. The new version of [DC 84](#) is attached.

***NEW FORM* DC 84a, Small Claims Affidavit Addendum**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 84a](#), is attached.

***NEW FORM* DC 84n, Small Claims Notice of Hearing**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 84n](#), is attached.

***NEW FORM* [DC84p, Small Claims Proof of Service](#)**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 84p](#), is attached.

***NEW FORM* [DC 84info, Small Claims Overview](#)**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 84info](#), is attached.

[DC 85, Small Claims Dismissal or Judgment](#)

Most recent update: (6/26) version

Use of previously approved version: (6/22) version may be used until December 31, 2026. (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new version of [DC 85](#) is attached.

***NEW FORM* [DC 85info, Collecting a Small Claims Judgment](#)**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 85info](#), is attached.

[DC 86, Small Claims Demand for Removal](#)

Most recent update: (6/26) version

Use of previously approved version: (6/19) version may be used until December 31, 2026. (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new version of [DC 86](#) is attached.

***NEW FORM* [DC 86o, Small Claims Order for Removal](#)**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 86o](#), is attached.

[DC 542, Small Claims Notice of Intent to Dismiss for No Progress](#)

Most recent update: (6/26) version

Use of previously approved version: (6/24) version may be used until December 31, 2026. (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new version of [DC 542](#) is attached.

***NEW FORM* DC 542o, Small Claims Dismissal for No Progress**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [DC 542o](#), is attached.

***NEW FORM* MC 500, Servicemembers Civil Relief Act Verified Statement**

Most recent update: NEW FORM

Use of newly approved version: (6/26) version may be used immediately and must be used beginning January 1, 2027.

The form was created to reflect the new design system. The new form, [MC 500](#), is attached.

***DELETED* DCi 84, Collecting Your Money from a Small Claims Judgment**

Use of existing form: (9/23) version may be used until December 31, 2026.

Form was determined to be unnecessary with new forms made to reflect the new design system.

***DELETED* INST DC 84, How to Get a Money Judgment in Small Claims Court**

Use of existing form: (1/24) version may be used until December 31, 2026.

Form was determined to be unnecessary with new forms made to reflect the new design system.

***DELETED* DC 543, Small Claims Dismissal for No Progress**

Use of existing form: (6/24) version may be used until December 31, 2026.

Form was determined to be unnecessary with new forms made to reflect the new design system.

Email: CourtFormsInfo@courts.mi.gov.

Form Title Changes

Form #	Current Title	New Title
DC 84	Affidavit and Claim, Small Claims	Small Claims Affidavit
DC 85	Judgment/Dismissal, Small Claims	Small Claims Dismissal or Judgment
DC 86	Demand and Order for Removal, Small Claims	Small Claims Demand for Removal
DC 542	Notice of Intent to Dismiss for No Progress, Small Claims	Small Claims Notice of Intent to Dismiss for No Progress

New Forms

Form #	Title	Form Use
DC 84a	Small Claims Affidavit Addendum	Use with DC 84 when there are multiple plaintiffs or defendants. Cannot be used without DC 84.
DC 84n	Small Claims Notice of Hearing	The Court must complete and include with DC 84.
DC 84p	Small Claims Proof of Service	Use with DC 84 to provide information about service or attempted service.
DC 84info	Small Claims Overview	The Court must provide this to parties. Replaces INSTDC 84.
DC 85info	Collecting a Small Claims Judgment	The Court must provide this with DC 85. Replaces DCi 84.
DC 86o	Small Claims Order for Removal	Use with DC 86.
DC 542o	Small Claims Dismissal	Use with DC 542. Replaces DC 543.
MC 500	Servicemembers Civil Relief Act Verified Statement	Use as applicable.

Deleted Forms

Form #	Title	Replaced With
DCi 84	Collecting Your Money from a Small Claims Judgment	DC 85info
INSTDC 84	How to Get a Money Judgment in Small Claims Court	DC 84info
DC 543	Dismissal, No Progress, Small Claims	DC 542o

FORM REDESIGN



State of Michigan • District Court • Small Claims (SC)

Form DC 84 • Mandatory Use

Small Claims Affidavit

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to start a small claims case and gives important case information. It is completed by the plaintiff. For information on small claims, see the *Small Claims Overview* (Form DC 84info).



You must go to court. The date and time of your hearing is set by the court and included on the *Small Claims Notice of Hearing*.

A

Information About the Parties

The **plaintiff** is the party starting the case.

Plaintiff Name

Plaintiff Address

Plaintiff Phone

Plaintiff Email

The **defendant** is the party being sued.

Defendant Name

Defendant Address

Defendant Phone

Defendant Email

The plaintiff is (select one)

- ☐ an individual. ☐ a partnership.
☐ a sole proprietorship. ☐ a corporation.
☐ other _____

The defendant is (select one)

- ☐ an individual. ☐ a partnership.
☐ a sole proprietorship. ☐ a corporation.
☐ other _____

☐ Check here if there are multiple plaintiffs or defendants. Complete and attach *Small Claims Affidavit Addendum* (Form DC 84a).

Note: This question asks whether anyone has previously filed a court case about this dispute.

1. Has a civil action between these parties or other parties arising out of the transaction or occurrence alleged in the affidavit been previously filed? (select one)

- ☐ No.
☐ Yes. (provide case information)

Court Name

Judge Name

Court Case Number

Case Status (select one)

- ☐ Pending (active)
☐ No longer pending (closed)

B**Claim**

2. The plaintiff understands and accepts that by filing in small claims, they give up the right to (a) collect more than \$7,000 on the claim, (b) have an attorney, (c) have a jury trial, and (d) appeal a judge's decision.

3. This claim is because of something that happened on this date or dates: (mm/dd/yyyy)

4. Enter the full amount of the claim.

► The court may award costs to the plaintiff. The amount of costs to award, if any, is determined by the court and is not part of the claim amount.

5. Describe the reasons for the claim. Include dates, amounts, and what happened. (attach more pages if needed)

C**Witnessed Signature**

Wait to sign this form until you are in front of a notary or deputy clerk.

A notary public or deputy clerk will check your ID, have you swear or affirm that the information in this affidavit is true, and watch you sign. A **notary public** may be found at banks, libraries, shipping and packaging stores, or online. A **deputy clerk** is found at the courthouse.

PLAINTIFF OR PLAINTIFF'S REPRESENTATIVE

I have examined this affidavit and its contents are true to the best of my information, knowledge, and belief.

Plaintiff or Plaintiff's Representative Signature ▼

Printed Name

NOTARY PUBLIC OR DEPUTY CLERK

Was this notarized using an electronic or remote electronic notarization platform?

☐ Yes ☐ No

Notary Public or Deputy Clerk Signature ▼

Subscribed and sworn before me on (date)

Name _____

Notary public, State of Michigan,
County of _____

My commission expires _____

Acting in the County of _____

D Important Information for the Defendant

You are being sued by the plaintiff in small claims for money.

- A. **Court Hearing:** You must appear (go to) a court hearing. You should have received a *Small Claims Notice of Hearing* along with this *Small Claims Affidavit*. It contains the date, time, and location of your hearing. If you did not get this information, contact the court right away.
- B. **Missed Hearing:** If you do not attend the hearing, a default judgment may be entered against you. This means you may be ordered to pay the amount claimed (up to \$7,000) plus the plaintiff's costs.
- C. **Costs:** You may be required to pay the plaintiff's costs even if the case is settled before or at the hearing.
- D. **Judgment Payment:** If a judgment is entered against you, be prepared to pay the claim amount, including any costs. If you cannot pay the total amount at one time, you may ask the judge or magistrate for a payment plan (installment payments).

E Important Information for Both Parties

- E. **No Attorneys:** If your case is heard in the small claims division, you may not be represented by an attorney at any stage of the case.
- F. **Magistrate Hearings:** Your case may be assigned to a magistrate. A magistrate is an attorney appointed to hear cases. You have the right to ask that a judge conduct the hearing instead of a magistrate. You can make this request in writing or at the court before the hearing starts.

If your case is heard by a magistrate, you may appeal the magistrate's decision to the district court judge within 7 days of the date the judgment is signed. If your case is heard by a judge, the judge's decision is final and cannot be appealed.

- G. **Removal Requests:** Having your case heard in the small claims division is optional. The process of moving a case from the small claims division to the general civil division of the district court is called removal. Either party has the right to **remove this case from the small claims division to the general civil division of the district court**. If a case is removed to the general civil division, parties may hire attorneys, have a jury trial, and appeal decisions.

There are two ways to remove the case from the small claims division to the general civil division:

- **Option 1:** Complete a request in writing using the *Small Claims Demand for Removal* (Form DC 86) and return it to the court before the hearing.
- **Option 2:** Go to the hearing as scheduled. Before it starts, tell the judge or magistrate you want to remove the case to the general civil division.

- H. **Court Hours:** Evening and Saturday court hours may be made available if a written request is submitted and need for the request is shown.
- I. **Hearing Preparation:** Parties must **bring all evidence** (papers, witnesses, photos, emails, books, etc.) to support or defend this claim to the hearing.
- J. **Missed Hearing:** If the plaintiff does not appear at the hearing, the court may **dismiss the claim**. If the defendant does not appear, the court may **grant the claim up to \$7,000 plus costs**.
- K. **Court Forms:** Court forms are available at courts.michigan.gov/SCAO-forms.
- L. **More information:** More information about small claims is available at michiganlegalhelp.org/smallclaims.

NEW FORM

A

Information About the Parties (continued)

This form is used to list additional plaintiffs or defendants in a small claims case. It may only be used with the *Small Claims Affidavit* (Form DC 84). Attach completed form or forms to the affidavit.

This additional party is (select one)

☐ a plaintiff. ☐ a defendant.

Name

Address

Phone

Email

This party is (select one)

☐ an individual. ☐ a partnership.
☐ a sole proprietorship. ☐ a corporation.
☐ other _____

This additional party is (select one)

☐ a plaintiff. ☐ a defendant.

Name

Address

Phone

Email

This party is (select one)

☐ an individual. ☐ a partnership.
☐ a sole proprietorship. ☐ a corporation.
☐ other _____

This additional party is (select one)

☐ a plaintiff. ☐ a defendant.

Name

Address

Phone

Email

This party is (select one)

☐ an individual. ☐ a partnership.
☐ a sole proprietorship. ☐ a corporation.
☐ other _____

This additional party is (select one)

☐ a plaintiff. ☐ a defendant.

Name

Address

Phone

Email

This party is (select one)

☐ an individual. ☐ a partnership.
☐ a sole proprietorship. ☐ a corporation.
☐ other _____



Small Claims Overview

For more information on small claims, visit michiganlegalhelp.org/smallclaims.

A

General Information About Small Claims Cases

The small claims division is a part of the district court. Small claims is less formal (and often faster) than a traditional court case. With small claims:

- Both parties give up the right to an attorney, to a jury trial, and to appeal the judge's decision.
- Claims are limited to money only. You can't ask the court to return property or order someone to do or stop doing something.
- The court cannot order more than \$7,000 through a judgment, even if the claim is worth more.

The party starting the case is called the **plaintiff**. The party being sued is called the **defendant**.

There are three common types of plaintiffs in small claims:

- **Individuals:** a person, guardian, conservator, or next friend (an adult who represents a minor or someone unable to speak for themselves in court).
- **Businesses (sole proprietor, partnership, corporation):** a business owner, business partner, or full-time employee.
- **Government entities (a county, city, village, township, or school district):** an elected or appointed officer or employee authorized by the governing body to file a claim.

B

Filing a Small Claims Case

To start a small claims case, the plaintiff needs to:

1. **Fill out the *Small Claims Affidavit*** (Form DC 84). If there is more than one defendant, also fill out the *Small Claims Affidavit Addendum* (Form DC 84a). Forms are available at courts.michigan.gov/SCAO-forms.
2. **Sign in front of a notary public or deputy clerk.** A notary public or deputy clerk will check your ID, have you swear or affirm that the information in the affidavit is true, and watch you sign. You may find a **notary public** at a bank, library, shipping and packaging store, or online. You may find a **deputy clerk** at the courthouse.
3. **File the completed form in district court.**
 - **Where to file:** File the completed form with the district court in the county where the claim happened or in the county where the defendant is established, resides, or is employed. Court information is available at courts.michigan.gov/trial-court-directory.
 - **How to file:** The court may or may not allow filing in-person, by mail, or through MiFile (electronic filing). Contact the court for information about filing methods. A list of MiFile courts is available at mifile.courts.michigan.gov/availablecourts.
 - **Filing and processing fees:** You will need to pay a filing and processing fee to the court at the time of filing: **\$30 (for claims up to \$600), \$50 (for claims between \$600-\$1,750), or \$70 (for claims over \$1,750)**. If you cannot afford the fee, you may file a *Fee Waiver Request* (Form MC 20) with the *Small Claims Affidavit*.

C Service

After filing, the court clerk will set a date for a hearing and arrange to deliver the *Small Claims Affidavit*, *Small Claims Notice of Hearing*, and this *Small Claims Overview* to the defendant. This is called service. Service may be completed by certified mail or a process server. The plaintiff may be required to also pay the following fees to the court:

- **Service fees:** The cost of serving the documents.
- **Copy fees:** Some courts require copies of the completed *Small Claims Affidavit*. If the court makes copies, there may be a fee. Contact the court for more information about copy fees.

D The Hearing

1. **Magistrate hearings:** Your case may be assigned to a magistrate, which is an attorney appointed to hear cases. You have the right to ask that a judge conduct the hearing instead of a magistrate. You can do this in writing or at court before the hearing starts.
2. **Removing a case from small claims:** Having your case heard in the small claims division is optional. **Either party has the right to move the case from the small claims division to the general civil division of the district court.** This process is called “removing” the case. If a case is removed to the general civil division, parties may hire attorneys, have a jury trial, and appeal decisions.

There are two ways to remove the case from the small claims division to the general civil division:

- **Option 1:** Complete a request in writing using the *Small Claims Demand for Removal* (Form DC 86) and return it to the court before the hearing.
 - **Option 2:** Go to the hearing as scheduled. Before it starts, tell the judge or magistrate you want to remove the case to the general civil division.
3. **Hearing accommodations and requests:** If you need accommodations to fully participate in the hearing, such as a foreign language interpreter or sign language interpreter, contact the court and ask for the Americans with Disabilities Act (ADA) coordinator right away. Evening and Saturday court hours may be made available if a written request is submitted and need for the request is shown.
 4. **Preparing for hearing:** The parties must **bring all evidence** (papers, witnesses, photos, emails, books, etc.) to the hearing to prove or disprove the claim. The defendant may also request an installment payment plan at the hearing, if they are unable to disprove the claim.
 5. **Missed hearing:** If the plaintiff does not appear at the hearing, the court may **dismiss the claim**. If the defendant does not appear, the court may **grant the claim up to \$7,000 plus court costs**.

E Case Outcome

If a hearing takes place, it will end in a dismissal or a judgment.

1. **If a dismissal is entered**, the case is closed.
2. **If a judgment is entered**, the *Small Claims Dismissal or Judgment* (Form DC 85) will describe the amount owed and the payment instructions. The party who must pay is called the judgment debtor. The party who is owed money is called the judgment creditor.

If the judgment debtor does not follow the payment instructions, the judgment creditor may take steps to collect the unpaid amount. For information about collection options, see *Collecting a Small Claims Judgment* (Form DC 85info).



Small Claims Notice of Hearing

This section is completed by the court.



Notice of Hearing

To Both Parties: You must come to court for a hearing on your small claims case.

Day, date, and time of hearing

Name of ☐ judge ☐ magistrate

Location of hearing (check all that apply):

☐ In person at

☐ Remote by videoconferencing

If both boxes are checked, you may choose to attend the hearing in person or remotely.

A. **Foreign Language Interpreters and ADA Accommodations:** If you need accommodations to fully participate in the hearing, complete one of the following forms and return it to the court's ADA coordinator right away.

- **Foreign language interpreter:** Use *Request and Order for Interpreter* (Form MC 81).
- **Other ADA accommodations**, including a **sign language interpreter:** Use *Request for Reasonable Accommodations and Response* (Form MC 70).

B. **ADA Coordinator Contact Information:** If you are unable to complete a form or have questions about accommodations, contact the court's ADA coordinator.

ADA coordinator name

ADA coordinator phone

C. **Court Forms:** Court forms are available at courts.michigan.gov/SCAO-forms.

D. **More Information:** More information about going to court is available at michiganlegalhelp.org/resources/going-court.

NEW FORM



State of Michigan • District Court • Small Claims (SC)

Form DC 84p

Small Claims Proof of Service

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to record how a defendant received or did not receive the documents listed. It is completed by the court or a process server.

A Information about Service

1. Documents and any attachments that were served or attempted to be served:
Small Claims Affidavit, Small Claims Notice of Hearing, and Small Claims Overview.

2. Was service completed? (select one)

☐ Yes. ☐ No. (explain): _____

3. Intended recipient's name (defendant or defendant's agent)

4. Address or place of service or attempted service

5. Date and time of service or attempted service

6. Method of service or attempted service: (select one)

☐ **Certified mail**, return receipt requested and delivery restricted to addressee.

☐ **Personal service** (hand-delivery) by a process server.

☐ **Acknowledgment of service** by defendant or defendant's agent.

Recipient's Signature ▼

Date

☐ **Other**, as ordered by the court.

B Information about Process Server

☐ I am a sheriff, deputy sheriff, or appointed bailiff or court officer.

☐ 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 proof of service has been examined by me and that its contents are true to the best of my information, knowledge and belief.

Process Server's Signature ▼

Printed Name

To be completed by clerk or process server

Service Fee	\$
Mileage (Miles: _____ x Rate \$ _____)	\$
Other: ☐ incorrect address ☐ postage	\$
Total	\$

FORM REDESIGN



State of Michigan • District Court • Small Claims (SC)

Form DC 85 • Mandatory Use

Small Claims Dismissal or Judgment

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to record the outcome of a small claims case. It is completed by the parties or the court. For information about collecting a judgment, see *Collecting a Small Claims Judgment* (Form DC 85info).

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

B Case Outcome

1. The court has: (select one)

- ☐ **dismissed** this case **without** prejudice. The case is closed, but the claim may be refiled.
- ☐ **dismissed** this case **with** prejudice. The case is closed, and the claim cannot be refiled in any court.
- ☐ **entered a judgment.** Continue to next section.
- ☐ **other:** _____

C Judgment

2. This judgment is entered: (select one)

- ☐ **after a hearing.**
- ☐ **by default** because the defendant did not appear at the hearing. The court received a verified statement from the plaintiff about defendant's military status, see *Servicemembers Civil Relief Act Verified Statement* (MC 500). The court has complied with the Servicemembers Civil Relief Act.
- ☐ **by consent** because the parties agreed to the terms of the judgment.

Plaintiff Signature ▼

Date

Defendant Signature ▼

Date

3. The **plaintiff** is the: (select one)

- ☐ judgment debtor (must pay money) ☐ judgment creditor (is owed money)

The **defendant** is the: (select one)

- ☐ judgment debtor (must pay money) ☐ judgment creditor (is owed money)

C

Judgment (continued)**It is ordered:**

4. The judgment debtor must pay the judgment creditor the judgment amount plus interest.

	Amount	Description (optional)
Damages	\$	
Costs (fees)	\$	
Other	\$	
Judgment Amount	\$	

► This judgment will earn interest at the current statutory rate. For more information on statutory rates see michigan.gov/taxes/interest-rates-for-money-judgments.

5. This judgment must be paid: (select one)

- ☐ **in full immediately.** If the judgment debtor cannot immediately pay the full judgment, the judgment debtor must pay the full judgment within 30 days of the date of this judgment. If the judgment debtor does not pay the full judgment within 30 days, they must tell the court and the judgment creditor, in writing, where they work and the location of their accounts in all banks, savings and loan associations, or credit unions.
- ☐ **in installment payments** until the judgment (including any interest) is paid. No other proceedings to collect this judgment can occur if the judgment debtor complies with this order. If installment payments are not made as directed, the judgment debtor must tell the court and the judgment creditor, in writing, where they work and the location of their accounts in all banks, savings and loan associations, or credit unions.

Amount of each payment

Date installment payments start

Payment frequency: (select one)

- ☐ once a week (weekly) ☐ every two weeks (biweekly) ☐ once a month (monthly)
☐ other: _____

6. If the judgment debtor does not pay the judgment pursuant to its terms or any installment payment ordered, they may be ordered into court to answer questions about their assets. The court may allow the debtor's property to be seized and money from their paycheck to be garnished (taken) to pay the judgment.

7. Other:

Judge Signature and Date ▲

ⓘ This judgment is final.

Magistrate Signature and Date ▲

ⓘ This dismissal or judgment may be appealed to the district court judge within 7 days after the date it is signed. After 7 days, this dismissal or judgment is final.

D

Certificate of Service

I served a copy of this *Small Claims Dismissal or Judgment* on each party by delivery or by mailing to the address on their pleadings. If a judgment was entered, I also sent a copy of *Collecting a Small Claims Judgment* (Form DC 85info) to the plaintiff.

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.



Court Clerk Signature and Date ▲

E

Additional Information

Judgments paid in full. Once the judgment is paid in full, the judgment creditor should complete the *Certificate of Satisfied Judgment* (Form MC 17) and file it with the court. If the creditor does not file a *Certificate of Satisfied Judgment*, the judgment debtor may file a motion asking the court to enter an order of satisfaction using *Notice of Hearing and Motion* (Form MC 326).

Judgments not paid in full or installment payments not made. For more information about collecting a small claims judgment, read *Collecting a Small Claims Judgment* (Form DC 85info). Forms are available at courts.michigan.gov/SCAO-forms.



Collecting a Small Claims Judgment

A Judgments Not Paid

The *Small Claims Dismissal or Judgment* (Form DC 85) describes the amount owed and when and how the **judgment debtor** (party paying money) must pay the **judgment creditor** (party owed money). If the debtor does not follow the court's payment instructions, the creditor can try to collect the unpaid amount.

If the claim is not paid, the creditor may need information about the debtor's income, property, employment, or bank accounts. Many forms also require the debtor's Social Security number.

If there is information about the debtor that the creditor needs, the creditor may ask the court to order the debtor to provide this information. This is called a **debtor's examination** and may be requested by filing a *Subpoena, Order to Appear/Produce* (Form MC 11) with the court. The creditor must complete the section called "Affidavit for Judgment Debtor Examination," and sign the form in front of a deputy court clerk or notary.

Once a creditor has the necessary information about the debtor, the creditor may try any of the following collection methods.

B Garnishment

Garnishment is a court order that takes money from the debtor's wages, bank accounts, or another source — such as income tax refunds. The money collected is then used to pay the judgment.

There are three types of garnishment:

1. **Periodic (Recurring).** Money is taken on an ongoing basis from the debtor's wages or other regular payments. The garnishment continues until the judgment, interest, and costs are paid in full, or until there is a different order from the court. To ask for a periodic garnishment, complete *Request and Writ for Garnishment, Periodic* (Form MC 12) and file it with the court.
2. **Nonperiodic (One-time).** Money is taken one time from the debtor's bank account or other accounts. To ask for a nonperiodic garnishment, complete *Request and Writ for Garnishment, Nonperiodic* (Form MC 13) and file it with the court. To collect additional amounts, a new request for garnishment must be filed.
3. **Income Tax Refund (One-time).** Money is taken one time from the debtor's state tax refund. To ask for an income tax garnishment, complete *Request and Writ for Garnishment, Income Tax Refund/Credit* (Form MC 52) and file it with the court. To collect additional amounts, a new request for garnishment must be filed.

After filing one of the forms described above, the court may issue a Writ for Garnishment. This is a court order requiring a person or business that holds the debtor's money, called the **garnishee**, to pay that money toward the judgment. The garnishee is typically the debtor's bank, employer, or the Michigan Department of Treasury.

The creditor must serve (deliver) the writ and a copy of the *Garnishee Disclosure* (Form MC 14) to the garnishee. The creditor will have to pay a disclosure fee and a service fee.

More information about garnishment fees, how garnishment amounts are calculated and when money from garnishments is distributed is included on the individual forms.

C Seizure of Property

Seizing property means a debtor's property is taken and sold to pay the creditor. A sheriff or court officer will handle the seizure of the property and the sale. The fee for this collection method is paid out of the money from the sale. To ask for seizure of property, complete *Request and Order to Seize Property* (Form MC 19) and file it with the court.

D Judgment Paid in Full

Once the judgment is paid in full, the creditor should complete the *Certificate of Satisfied Judgment* (Form MC 17) and file it with the court. If a writ for garnishment was issued, the creditor must also file a *Garnishment Release* (Form MC 50) for each garnishee.

If a creditor does not file a *Certificate of Satisfied Judgment*, the debtor may ask the court to record that the debt has been paid. To do this, the debtor can file a *Notice of Hearing and Motion* (Form MC 326) asking the court to issue an Order of Satisfaction.

E Additional Information

More information about collecting on judgments is available at:
michiganlegalhelp.org/resources/money-debt-and-consumer-issues/collecting-your-judgment.

Court forms are available at courts.michigan.gov/SCAO-forms.

FORM REDESIGN



State of Michigan • District Court • Small Claims (SC)

Form DC 86

Small Claims Demand for Removal

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to request a case be removed from the small claims division to the general civil division of the district court. It can be completed by the plaintiff, the defendant, or a representative of either.

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

B Demand for Removal

- Who is making this demand? (select one)
 - ☐ **Plaintiff** or plaintiff's representative.
 - ☐ **Defendant** or defendant's representative.
- I demand that this case be removed from the small claims division to the general civil division of the district court.

Signature ▼

Date

Printed Name

C Certificate of Service

A copy of this *Small Claims Demand for Removal* was served on each party by delivery or by mail to the address on their pleadings.

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 ▼

Date



Small Claims Order for Removal

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used by the court to order a case be removed from the small claims division to the general civil division of the district court. It is completed by the court.

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

B Order

It is ordered:

1. This case is removed from the small claims division and transferred to the general civil division of the district court.
2. **The defendant has 14 days** after this order is signed to file a written answer with the court and serve a copy of the answer on the plaintiff or their attorney (if applicable). The *Answer, Civil* (Form MC 03) may be used.

If the defendant does not file an answer or take other legal action within 14 days after this order is signed, the plaintiff may request the court enter a default judgment against the defendant.

Judge or Magistrate Signature and Date ▲

C Additional Information

The party demanding removal must serve a copy of this order on all other parties. They must also file proof of service with the court.

FORM REDESIGN



State of Michigan • District Court • Small Claims (SC)

Form DC 542

Small Claims Notice of Intent to Dismiss for No Progress

Court Name _____ Case Number _____
Court Phone _____ Judge _____
Court Address _____

FORM USE: This form is used to inform parties that their case will be dismissed if no action is taken. This form is completed by the court.

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

B Notice

1. No action has been taken on this case for at least 91 days.

Date of last action in this case:

2. This case will be dismissed if no progress is made on the case within 14 days of the date this notice is signed.

Clerk/Deputy Clerk Signature and Date ▲

C Certificate of Service

I served a copy of this *Small Claims Notice of Intent to Dismiss for No Progress* on each party by delivery or by mail at the address stated on their pleadings.

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.

Clerk/Deputy Clerk Signature and Date ▲



Small Claims Dismissal for No Progress

Court Name _____ Case Number _____
 Court Phone _____ Judge _____
 Court Address _____

FORM USE: This form is used to dismiss the case if no progress is made within 14 days after the *Small Claims Notice of Intent to Dismiss for No Progress* (Form DC 542) is signed. This form is completed by the court.

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

B Order

1. Date of *Small Claims Notice of Intent to Dismiss for No Progress*:

2. It has been at least 14 days since the parties were notified of the intent to dismiss this case, and there has been no progress in the case since that notification.

3. This case is: (select one)

- ☐ dismissed **without** prejudice. The case is closed, but the claim may be refiled.
☐ dismissed **with** prejudice. The case is closed, and the claim cannot be refiled in any court.

┌

 Judge or Magistrate Signature and Date ▲

C Certificate of Service

I served a copy of this *Small Claims Dismissal for No Progress* on each party by delivery or by mail at the address on their pleadings.

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.

┌

 Clerk/Deputy Clerk Signature and Date ▲



Servicemembers Civil Relief Act Verified Statement

Court Name _____ Case Number _____
 Court Phone _____ Judge _____
 Court Address _____

FORM USE: This form is to give the court information on a defendant or respondent's military status before the entry of a default judgment. It is completed by the party requesting a default judgment.

A Case Contact Information

Plaintiff Name, Address, Phone

Defendant Name, Address, Phone

Attorney for Plaintiff (if any)
 Name, Bar No., Address, Phone

Attorney for Defendant (if any)
 Name, Bar No., Address, Phone

B Military Service Information

- Military service is defined at [50 USC 3911](#) and generally includes active duty status. Is the defendant in military service? (select one)
 - ☐ Yes.
 - ☐ No.
 - ☐ I don't know. (Before entering a judgment, the court may require the plaintiff to pay a bond if it cannot determine this.)
- If you answered *yes* or *no*, use facts to describe why you made that selection.

I declare under the penalties of perjury that this document under the Servicemembers Civil Relief Act has been examined by me and its contents are true to the best of my information, knowledge, and belief.

Signature ▼

Date

Printed Name