

STATE OF MICHIGAN JUDICIAL DISTRICT	REQUEST FOR COURT MAILING AND RECORD OF MAILING BY COURT (Landlord-Tenant)	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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REQUEST FOR COURT MAILING

Pursuant to MCR 4.201(D), I request that the court mail a second copy of the summons and complaint and all attachments addressed to each defendant in this case.

Date

Plaintiff/Attorney signature

RECORD OF MAILING BY COURT

A copy of the Summons, Complaint and attachments, Advice of Rights and Information (Landlord-Tenant), local rental and housing information, and Request for Court Mailing (Landlord-Tenant) were placed in a court envelope addressed to each defendant and delivered to the US Post Office at least 7 days before the date of trial as required by MCR 4.201(D).

Date of mailing: _____
Date

Court clerk signature

Print name