

STATE OF MICHIGAN



42-2 JUDICIAL DISTRICT COURT

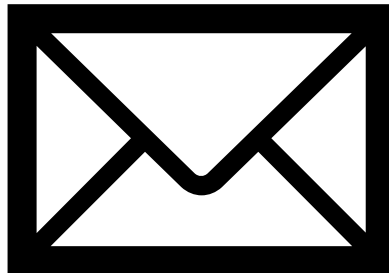
COPIES NEEDED

for

NEW LANDLORD TENANT FILINGS

when

2nd MAILING is REQUESTED



1 DEFENDANT WITH 2ND MAILING

A list of forms needed and who they are for

Summons Part A: 3 copies

- 1 - Court
- 1 - Process Server
- 1 – Plaintiff/Attorney

Summons Part B (tenant copies): 3 copies

- 1 – Mailed to defendant in envelope from Plaintiff
- 1 - Served by Process Server
- 1 - 2nd Mailing – Mailed to defendant in envelope from Court

Complaint: 5 Copies

- 1 – Court
- 1 – Mailed to defendant in envelope from Plaintiff
- 1 – Served by Process Server
- 1 – 2nd Mailing – Mailed to defendant in envelope from Court
- 1 – Plaintiff/Attorney

Demand: 4 Copies

- 1 – Court
- 1 – Mailed to defendant in envelope from Plaintiff
- 1 – Served by Process Server
- 1 – 2nd Mailing - Mailed to defendant in envelope from Court

Lease: 4 Copies

- 1 – Court
- 1 – Mailed to defendant in envelope from Plaintiff
- 1 – Served by Process Server
- 1 – 2nd Mailing – Mailed to defendant in envelope from Court

DC 536 Form (Request for 2nd Mailing): 5 Copies

- 1 – Court
- 1 – Mailed to defendant in envelope from Plaintiff
- 1 – Served by Process Server
- 1 – 2nd Mailing – Mailed to defendant in envelope from Court
- 1 – Plaintiff/Attorney

Envelopes (Pre-addressed and postage-paid): 2

- 1 – Defendant
- 1 – Plaintiff/Attorney

Note: The Court will use their own envelopes for the 2nd Mailing.

Note:

For each additional defendant, add one additional copy of the forms which are highlighted.

Example: If 2 defendants, you will need 6 copies of the Summons Part B instead of 3, etc.

Important:

The fee for 2nd Mailings is \$13.00 per defendant; please remit a separate check for these fees.

Example: Possession Only case filed with a Request for 2nd Mailing for 2 defendants; in this case the Court would need one check for \$55.00 for the filing fee, and another for \$26.00 for the 2nd Mailing fee.