

LANDLORD/TENANT FILING GUIDELINES

*Effective 11-28-2023, all filings **must** be submitted to the court via electronic filing on MiFILE TrueFiling at <https://mifile.courts.michigan.gov/login> If you are seeking a MiFILE exemption, you must fill out and file the MC 100 exemption form, which is subject to judicial review.*

BEFORE YOU FILE: To regain possession of your premises, you must first serve the tenant/s with an initial notice (Demand for Possession or Notice to Quit). This notice may be served by the landlord in one of the ways listed on the form but CANNOT be posted to a door or served via certified mail. Once the tenant has been served with the initial notice, make sure that the appropriate time period has passed since BEFORE you submit any paperwork to the court. **If the initial notice is served via first-class mail, the court adds one additional day for the tenant to pay or move out.**

REQUIRED FORMS FOR FILING:

Court forms can be found on our website or at <https://www.courts.michigan.gov/SCAO-forms/>

- Summons ([Form DC 104](#))
- Complaint ([Form DC 102a](#) or [102b](#) or [102c](#) or [102d](#) depending on case type)
- Demand for Possession or Notice to Quit ([Form DC 100a](#) or [100b](#) or [100c](#) depending on case type)
- Tenant Advice of Rights ([Form DC 538](#) or Tenant Advice of Rights found [here](#) on our website)
- Landlord-Tenant Resource Guide (Found [here](#) on our website)
- Copy of Lease Agreement (If there is no lease agreement, that's ok. Please indicate that there is no lease on the complaint form)

Optional: Any photos, exhibits, police reports, etc.

IMPORTANT: Please be sure to upload forms as separate documents. If any forms are missing, incomplete, or illegible, your case will be rejected.

FILING FEE INFORMATION:

- \$55 for possession only
- \$90 for possession AND money judgment \$0-\$600
- \$110 for possession AND money judgment \$600.01-\$1,750
- \$130 for possession AND money judgment \$1,750.01-\$10,000
- \$215 for possession AND money judgment \$10,000-\$25,000

AFTER YOUR PAPERWORK IS SUBMITTED: Once the court has processed your case, you will receive an electronic notification that your paperwork has been issued and assigned a permanent case number. **You are responsible for arranging the service of your paperwork upon your defendant/s once your paperwork has been issued.** A list of bonded court officers who can serve legal paperwork and their contact information is available [here](#) for your convenience. **Additionally, you must submit a proposed Judgment (Form DC 105) to the court at least 48 hours prior to your first court hearing so the judge may sign/enter your judgment at the hearing if it's granted.** If the court does not have a proposed judgment at the time of the judgment being granted, the judgment must then be filed under the "7 Day Rule"

NOTE: Members of court staff are prohibited by law from giving any kind of legal advice. Additional information can be found at www.michiganlegalhelp.org or by contacting an attorney.