

**Court Address** 312 South Jackson Street Jackson, Michigan 49201 www.d12.net **Court telephone no.** (517) 788 - 4037

Plaintiff's name and address

v

Defendant's name and address

Plaintiff's attorney, bar no., address, and telephone no.

To all parties : If you require special accommodations to use the court because of disabilities, please contact court immediately to make arrangements.

**NOTICE TO THE DEFENDANT:**

1. The plaintiff has filed a complaint against you and wants
- a money judgment  
 To evict you from:

Address or description of premises

2. **You are summoned to respond to the district court. FOR INSTRUCTIONS PLEASE SEE ATTACHED SHEET.**
3. 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.
4. If you wish to contest your eviction, you must follow the attached instructions. After you have filed your Answer with the court, a hearing will be scheduled within seven days. You must be in court on time. You will have an opportunity to give reasons why you feel you should not be evicted. Bring witnesses, receipts, and other necessary papers with you.
5. 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.

\_\_\_\_\_  
Date issued

\_\_\_\_\_  
Court clerk

**CERTIFICATE OF MAILING BY COURT**

I certify that on this date a copy of this summons and the complaint and required attachments were served on the defendant(s) by ordinary mail addressed to the address shown above unless otherwise indicated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court clerk/officer

**HOW TO GET LEGAL HELP**

1. You have the right to an attorney to assist you in answering the complaint filed in this case and in preparing
2. If you have no money for a lawyer, and if there is a legal aid office or clinic in your area, call them or ask Lawyer Referral for the telephone number of the nearest office (legal aid offices should be listed in the yellow pages of your telephone directory).
3. If you have money to hire an attorney and you do not have your own, you may locate an attorney through the State Bar of Michigan at 1-(800) 968-0738 or a local lawyer referral service.

**PROOF OF SERVICE**

**SUMMONS**  
**Landlord-Tenant**  
Case No. \_\_\_\_\_

**TO PROCESS SERVER:** You are to serve the summons and complaint and attachments as instructed. You must make and file your 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 / AFFIDAVIT OF SERVICE / NON-SERVICE**

**OFFICER CERTIFICATE** OR  **AFFIDAVIT OF PROCESS SERVER**

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notary not required)

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notary required)

**PERSONAL SERVICE** I have personally served a copy of the summons, complaint, and attachments on the defendant(s).

Defendant' name	Complete address of service	Day, date, time
Defendant' name	Complete address of service	Day, date, time

**SUBSTITUTED SERVICE** (As to residential premises only) Not being able to find the following named

\_\_\_\_\_  
Name(s)

on \_\_\_\_\_ at \_\_\_\_\_ m. at \_\_\_\_\_  
Date Time Place of service

\_\_\_\_\_ I left the summons, complaint, and attachments at the current resident of defendant(s)

\_\_\_\_\_, the \_\_\_\_\_ of defendant(s), who is of  
Name State relationship

suitable age. I explained the contents and requested delivery of the pleadings to the defendant(s).

**NON-SERVICE RETURN** After diligent search and inquiry, I have been unable to find and serve the  
I have made the following efforts at personal/substituted service: \_\_\_\_\_

**SERVICE BY ATTACHMENT** (Landlord-Tenant cases only) I have attached the pleadings on \_\_\_\_\_  
Date  
to the main entrance of the tenant's dwelling unit in a secure manner.

Service Fee	Mileage	Mileage Fee	Total Fee
\$		\$	\$

Signature: \_\_\_\_\_  
Peace officer/Process server

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_ County, Michigan.  
Date

My commission expires: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date Deputy court clerk/Notary Public

**ACKNOWLEDGMENT OF SERVICE**

I acknowledge that I have received service of the summons, complaint, and attachment on: \_\_\_\_\_  
Date

Signature: \_\_\_\_\_ On behalf of: \_\_\_\_\_