

## **Landlord/Tenant Filing Checklist:**

Must provide copies of all documents (summons/complaint, notice to quit, lease, etc.)

Originals to Court

One copy of EACH document for mailing, for each defendant

One copy of EACH document for personal service, for each defendant

One copy of summons and complaint for plaintiff

A blank Proof of Service form

Check payable to Grosse Pointe Woods

\$45 for possession judgment

\$56 for possession and money judgment

Check payable to Leonard Rancilio Jr (process server) \$28 per defendant

**All questions regarding service should be directed to Leonard Rancilio, 586-792-3810 (ext 212)**

Envelopes – addressed with postage (Be sure that the envelopes and postage will accommodate the documents that you are providing)

1 for each defendant

1 for plaintiff

**Be sure to sign the complaint**

**\*\*Please be sure to fill in the court information at the top of the summons and complaint forms\*\***

20025 Mack, Grosse Pointe Woods, MI 48236

313-343-2455

**Forms are available at the court office for \$1.00 each. Also, forms are available to print at no cost at <http://courts.mi.gov/Administration/SCAO/Forms/Pages/default.aspx>**