

# **Eviction Form: Summons: Nonpayment of Rent**



HINMAN &  
DI CICCIO, PLC

Forms provided courtesy of:

Lucia Di Cicco, Esq.  
Hinman & Di Cicco, PLC  
5108 - 23 Mile Road  
Shelby Township, Michigan 48316

Phone (586) 580-4665  
Fax (855) 326-9737

[Lucia@HinmanDiCiccoPLC.com](mailto:Lucia@HinmanDiCiccoPLC.com)

Approved, SCAO

**STATE OF MICHIGAN  
JUDICIAL DISTRICT**

**SUMMONS  
Landlord-Tenant / Land Contract**

**CASE NO.**

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.

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

☐ Rental unit eviction

☐ Land contract forfeiture

**NOTICE TO THE DEFENDANT:** In the name of the people of the State of Michigan you are notified:

1. The plaintiff has filed a complaint against you and wants

- ☐ to recover possession, after land contract forfeiture, of  
☐ a money judgment for  
☐ to evict you from

Address or description of premises

2. You are summoned to be in the district court on \_\_\_\_\_ at \_\_\_\_\_  
Day and date Time

☐ at the address above, ☐ \_\_\_\_\_, courtroom \_\_\_\_\_.  
Location

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 are in district court on time, you will have an opportunity to give the 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

**\*The certificate of mailing applies to landlord-tenant cases only.**

This document must be sealed by the seal of the court.

**CERTIFICATE OF MAILING BY COURT\***

I certify that on this date I served a copy of this summons and the complaint and required attachments on the defendants by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

Date

Court clerk/officer

**CERTIFICATE OF MAILING BY PLAINTIFF\***

I certify that on this date I served a copy of this summons and the complaint and required attachments on the defendants by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3). I have attached a receipt of mailing from the post office.

Date

Plaintiff signature

**STATE OF MICHIGAN  
JUDICIAL DISTRICT****SUMMONS  
Landlord-Tenant / Land Contract****CASE NO.**

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.

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

☐ Rental unit eviction☐ Land contract forfeiture**NOTICE TO THE DEFENDANT:** In the name of the people of the State of Michigan you are notified:

1. The plaintiff has filed a complaint against you and wants

- ☐ to recover possession, after land contract forfeiture, of  
☐ a money judgment for  
☐ to evict you from

Address or description of premises

2. You are summoned to be in the district court on \_\_\_\_\_ at \_\_\_\_\_  
 Day and date Time

☐ at the address above, ☐ \_\_\_\_\_, courtroom \_\_\_\_\_.  
 Location

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 are in district court on time, you will have an opportunity to give the 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

This document must be sealed by the seal of the court.

**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 defenses.
2. If you do not have an attorney but have money to retain one, you may locate an attorney through the State Bar of Michigan Lawyer Referral Service at 1-800-968-0738 or through a local lawyer referral service. Lawyer referral services should be listed in the yellow pages of your telephone directory or you can find a local lawyer referral service at [www.michbar.org](http://www.michbar.org).
3. If you do not have an attorney and cannot pay for legal help, you may qualify for assistance through a local legal aid office. Legal aid offices should be listed in the yellow pages of your telephone directory or you can find a local legal aid office at [www.michiganlegalaids.org](http://www.michiganlegalaids.org). If you do not have Internet access at home, you can access the Internet at your local library.
4. If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Tenant's copy

**PROOF OF SERVICE****SUMMONS**  
**Landlord-Tenant / Land Contract**  
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 / NONSERVICE**☐ **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: (notarization 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: (notarization required)

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

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

☐ **SUBSTITUTED SERVICE** (As to residential premises only.) Not being able to find the following named defendant(s),

Name(s) \_\_\_\_\_ ,  
on \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
Date Time Place of service

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

Name \_\_\_\_\_, the \_\_\_\_\_ of defendant(s), who is of  
State relationship  
suitable age. I explained the contents and requested delivery of the pleadings to the defendant(s).

☐ **NONSERVICE RETURN** After diligent search and inquiry, I have been unable to find and serve the defendant(s). I have made the following efforts at personal /substituted service: \_\_\_\_\_☐ **SERVICE BY ATTACHMENT** (Landlord-Tenant cases only.) I attached the pleadings on \_\_\_\_\_  
Date

to the main entrance of the tenant's dwelling unit in a secure manner.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	<b>TOTAL FEE</b>
\$		\$	\$

Signature \_\_\_\_\_

Name (type or print) \_\_\_\_\_

Title \_\_\_\_\_

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

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

Notary public, State of Michigan, County of \_\_\_\_\_

**ACKNOWLEDGMENT OF SERVICE**

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

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