

CHECK LIST FOR FILING LANDLORD TENANT PLEADINGS

Civil Clerks are Prohibited from giving Legal Advice

- _____ 1. Initial Notice:
_____ 7 Day – Demand for Possession for Non-Payment of Rent, or;
_____ 30 Day – Notice to Quit

If they fail to comply with your request to pay or to vacate in the time allowed then you must move to the next step. Remember to maintain the top copy for filing purposes.

- _____ 2. Obtain forms for filing along with the original notice filled out:
_____ Fill out Proof of service at bottom of Notice, and
_____ Bring Original with copies for each party plus yourself
- _____ 3. Calendar: The dates you will be able to file your complaint with the court
For the 7 day notice not before the: 8th day
For the 30 day notice not before the: 31st day
- _____ 4. Summons and Complaint Completely filled out with copies for all parties

The Court Number: 32B GPP, Address: 15115 East Jefferson, Grosse Pointe Park, MI 48230

The Court telephone: 313-822-3535

_____ Copies: The original plus a copy for the plaintiff and each defendant listed in the complaint and for the officer to serve;

_____ Lease: Bring a copy of the lease for the Court;

_____ Envelopes: A self-addressed stamped envelope for the plaintiff if submitting your pleading by mail, a stamped addressed envelope to each defendant to be served.

(The Court requires that the clerk do a mailing to each defendant, and that an officer serve either personally or by tacking w/proof to court .)

_____ Court Filing Fees may be paid by cash, check, money order or credit card. Make the check/money order payable to Grosse Pointe Park Municipal Court. Contact the Court for correct amount of filing fees

_____ You can elect to pursue just possession or just a money judgment but if you are going to pursue possession and a money judgment you must pay that at the time of the filing.

_____ Process of Service: The Court requires that all Landlord/Tenant complaints be served by a court officer. There is a service fee for the officer and you must have a separate check for the officer. Check with the civil clerk for the officer assigned for service of your complaint.