

SUMMONS
Landlord-Tenant / Land Contract
 Case No. _____

PROOF OF SERVICE

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

<input type="checkbox"/> OFFICER CERTIFICATE 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)	OR	<input type="checkbox"/> AFFIDAVIT OF PROCESS SERVER 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)
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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 _____, the _____ of defendant(s), who is of 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	Mileage	Mileage fee	Total fee
\$		\$	\$

 Signature

 Name (type or print)

 Title

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

My commission expires: _____ Date Signature: _____
 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: _____