



State of Michigan
3-B District Court

St. Joseph County

P.O. Box 67 Centreville, MI 49032-0067 (269) 467-5683

Hon. Jeffrey C. Middleton Hon. Robert K. Pattison
Administrator/Magistrate: Tabitha Wedge
Magistrates: Mark Books & Autumnne Keifer

FILING INFORMATION
LANDLORD/TENANT & LAND CONTRACT FORFEITURE

1. **Print Hard** or **typewrite** so each copy of the form including the last page is completely readable.
2. Complete the **Complaint** portion of the form that applies to your circumstances.
3. Complete the **Summons** form with each party (ies) full name, address & telephone number.
4. File four (4) copies of the **Notice to Quit/Demand for Possession** already served on the tenant(s) (**the original**, and 3 additional copies).
5. File four (4) copies of all current and/or expired **Lease(s), Rental Agreement(s), or Land Contract(s)**.
6. The Filing Fees are:
 1. **Complaint Only \$55.00**
 2. **Complaint with claim for money damages:**
 - a) Does not exceed \$600.....\$ **90.00**
 - b) Exceeds \$600, but not \$1750.....\$**110.00**
 - c) Exceeds \$1,750 but not \$10,000.....\$**130.00**
 - d) Exceeds \$10,000.....\$**215.00**

Pay by a) Cash, b) Michigan business check, c) cashier's check, money order or Personal check.

Make checks payable to: 3-B District Court

The hearing will be scheduled in about two (2) weeks from the day the case is filed, **Monday**, or **Friday**, Michigan Time.

7. Notify the Court immediately if the case is settled before the hearing date. You will need to file a Dismissal. This applies even if you have more than one case scheduled for the same date and time.
8. **If you are a Professional landlord, you must provide your own Judgment forms:**
9. **LANDLORD/ TENANT JUDGMENT FORM DC 105**
10. FORMS FEE: \$1.00 ORDER OF EVICTION FEE: \$15.00