

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 / NON SERVICE

<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: (notary 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: (notary 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 _____ m. 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).
 Name State relationship

NON-SERVICE 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.

Service fee	Mileage	Mileage fee	Total fee
\$		\$	\$

Signature: _____
Peace officer/Process server

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

My commission expires: _____ Signature: _____
Date Deputy clerk/Notary public

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons, complaint, and attachment on _____ Date
Signature: _____ On behalf of: _____