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

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: (notary 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: (notary 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 _____ 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.
Name State relationship

I explained the contents and requested delivery of the pleadings to the defendant(s).

NON-SERVICE 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 _____, _____ , _____
Date County State

My commission expires: Date Signature: 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: _____