**Landlord-Tenant**

**FAQs and Reminders**

1. Q: Is the Court open?

A: Yes, the Court is open and conducting business, but the public has limited access to the Court at this time. Absent extenuating circumstances, landlord-tenant hearings are to be conducted virtually during this time.

1. Q: May I file my pleadings in-person?

A: No, the Court is not yet open to Civil/Landlord-Tenant litigants.

1. Q: How do I file a ***new Landlord-Tenant (LT) case or motion*** for a LT case?

A: You may file by mail or use the Court’s On-line submission portal found at [www.36thdistrictcourt.org](http://www.36thdistrictcourt.org) No pleadings requiring a filing fee may be faxed. The On-line option may not be used if you are using a Fee Waiver.

1. Q: Do I need to include the tenant’s information when I file my complaint?

A: Yes, ***the complaint should include the tenant’s telephone number and e-mail.***

1. Q: How do I file a pleading that does ***not require a filing fee*** or if I have a Fee Waiver?

A: Pleadings without a filing fee or using a fee waiver must be faxed to 313-967-7551 (no other fax numbers should be used). (Please do not fax and mail the same pleadings).

1. Q: What is the mailing address for Landlord-Tenant pleadings?

A: 36th District Court

Attn: Landlord-Tenant

421 Madison

Detroit, MI 48226

***(Do not address envelopes to specific judges as it delays processing)***

1. Q: May I e-mail directly to the Courtroom or to a Courtroom Clerk?

A: No, e-mailing to specific courtroom clerks is forbidden and those pleadings will not be acknowledged. E-mail is not acceptable without the express direction of the judge or courtroom clerk.

1. Q: What CDC Verification forms do I need to file?

A: Court staff cannot answer those questions. Please review SCAO Administrative Order 2020-17.[Amendment of Administrative Order No. 2020-17](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTAzMjIuMzc1MDUyOTEiLCJ1cmwiOiJodHRwczovL2NvdXJ0cy5taWNoaWdhbi5nb3YvQ291cnRzL01pY2hpZ2FuU3VwcmVtZUNvdXJ0L3J1bGVzL2NvdXJ0LXJ1bGVzLWFkbWluLW1hdHRlcnMvQWRtaW5pc3RyYXRpdmUlMjBPcmRlcnMvMjAyMC0wOF8yMDIxLTAzLTIyX0Zvcm1hdHRlZE9yZGVyX0FtZW5kdE9mQU8yMDIwLTE3LnBkZiJ9._0-qXIHYe6IP4lUOqU2DLQShyCBZZ5eZ5absPi_HkqQ/s/668006731/br/100475760070-l)

**Reminders**

* Please provide a separate check for each case when mailing payments to the Court.
* Please staple checks to pleadings particularly when filing bulk pleadings or using large envelopes and boxes for mailing.
* Please provide multiple return envelopes with your pleadings for more efficient returns (it is preferred if an individual envelope is attached to each summons/complaint filed).
* Please provide full and accurate names and addresses on your pleadings.
* Please include telephone numbers and email addresses for plaintiffs/attorneys and defendants/attorneys when possible.
* Please ensure your process server or Court Officer has submitted Proofs of Service to the Court at least 2 business days before the hearings date and ensure you have a copy with you at your scheduled hearing date.
* The filing of a Non-Payment of Rent case indicates the plaintiff is willing to accept rent to resolve the case. If that is not the case, please review to determine if a different type of case should be filed.
* Please notify your clients that they need to obtain a Certificate of Compliance <https://detroitmi.gov/departments/buildings-safety-engineering-and-environmental-department/bseed-divisions/property-maintenance/rental-property/certificate-compliance>