

## INSTRUCTIONS

# File a New Civil/Landlord-Tenant Case

Having issues filing a new case below? Contact us at (313) 965-8624

I am the (Please select from the drop-down list)\*

Plaintiff Attorney

Case Type (Please select from drop-down list)\*

GC - General Civil

In the "I am the", you will select

"Case Type", you will select case type filing

Plaintiff attorney

Plaintiff

Defendant Attorney

Defendant

GC-General Civil

GZ-Claim and Delivery

LT-Landlord Tenant

SP-Land Contract

Select an amount for money judgements

Claim \$1.00-\$600.00 Filing Fee - \$35.00

In the drop-down box, select your dollar (\$) amount

Upload associated documents (maximum file size 20MB each) \*

Select

[Add another](#)

Upload documents, when naming your document (s) to upload please indicate the type of document in the name (e.g., Summons, Complaint or Motion)

FIRST NAME:\*

MIDDLE NAME:

LAST NAME:\*

ADDRESS 1:\*

ADDRESS 2:

CITY:\*

STATE:\*

ZIP CODE:\*

DAY TIME PHONE (XXX-XXX-XXXX): \*

E-Mail\*

\* - Mandatory Field

Please read: I fully acknowledge that by providing false information I am subject to the penalty of perjury.

I certify that the information that I am providing is true.

Submit

Fill in all boxes and submit

If you are having trouble, please contact (313) 965-8624