

**36<sup>th</sup> DISTRICT COURT OFFICER INFORMATION SHEET\***  
**Effective January 1, 2018**

If you, as the plaintiff, have decided to use a court officer to serve a Civil or Landlord -Tenant Summons and Complaint, Small Claims Affidavit or other document it is the plaintiff's responsibility to:

1. Select a court officer from the list (if you do not want to select one, ask the clerk to do a random selection for you by computer).
2. Contact the court officer by telephone.
3. Arrange to give the documents to the court officer.
4. Pay the required fees to the court officer.
5. Determine if service has been completed.
6. Contact the Court to ensure that your Proof of Service was filed with the Court in a timely manner\*\*.

**Please note the Court cannot give you any advice as to what method of service is best for your case or who to select as your court officer.**

PUBLIC NOTICE-Pursuant to MCR 3.106 (B)(2), the following individuals have been appointed to serve as court officer\* serving the 36th District Court (**all service fees are paid directly to court officers**). Failure to pay will result in non-service. Non-Service may result in your case being dismissed.

<u>NAME</u>	<u>TELEPHONE NO.</u>
Myran Bell (Landlord-Tenant Only) ***	(313) 315-0144
Paul Brown	(313) 732-7128
Carlton Carter (Landlord-Tenant Only) ***	(313) 828-9024
Jeffrey Charles	(313) 671-3993
Fred Dixon	(313) 215-6690 / (313) 567-2623
Lee Gordon (Landlord-Tenant Only)***	(313) 999-8955
Craig Gregory	(313) 727-0716
Roderick Holley	(313) 574-6771

<u>NAME</u>	<u>TELEPHONE NO.</u>
Malcolm Jackson	(313) 407-7785
Elizabeth Little-Smith	(313) 384-2260 / (313) 567-2623
Jonathan Mapp (Landlord-Tenant Only)***	(313) 585-6108
Steven Mason	(734) 340-2879
Brian Mobley	(313) 617-1561
Donald Puggini	(586) 792-3810
Leonard Rancilio	(586) 792-3810
Tony Squirewell	(313) 452-2440
Richard Vivian	(586) 792-3810

\*Court officers are independent contractors and not employees of 36<sup>th</sup> District Court

\*\*Contact the Court for specific time guidelines to submit your paperwork

\*\*\*Landlord-Tenant Only.

Civil Process	Orders of Evictions	Orders for the Seizure of Property	Writs of Garnishments
Myran Bell***	Myran Bell***	Paul Brown	Myran Bell***
Paul Brown	Paul Brown	Jeffrey Charles	Paul Brown
Carlton Carter***	Carlton Carter***	Lee Gordon***	Carlton Carter***
Jeffrey Charles	Jeffrey Charles	Malcolm Jackson	Jeffrey Charles
Fred Dixon	Fred Dixon	Elizabeth Little-Smith	Fred Dixon
Lee Gordon***	Lee Gordon***	Donald Puggini	Lee Gordon***
Craig Gregory	Craig Gregory	Leonard Rancilio	Craig Gregory
Roderick Holley	Roderick Holley	Dennis Witting	Roderick Holley
Malcolm Jackson	Malcolm Jackson	Tony Squirewell	Malcolm Jackson
Elizabeth Little-Smith	Elizabeth Little-Smith	Richard Vivian	Elizabeth Little-Smith
Jonathan Mapp***	Jonathan Mapp***		Jonathan Mapp***
Steven Mason	Steven Mason		Steven Mason
Brian Mobley	Brian Mobley		Brian Mobley
Donald Puggini	Donald Puggini		Donald Puggini
Leonard Rancilio	Leonard Rancilio		Leonard Rancilio
Tony Squirewell	Tony Squirewell		Tony Squirewell
Richard Vivian	Richard Vivian		Richard Vivian

**General Civil**

	<u>FILING FEE</u>	<u>EFS<sup>+</sup></u>	<u>TOTAL</u>
Filing Fee: claim \$1.00-\$600.00	\$ 25.00	\$10.00	\$ 35.00
Filing Fee: claim \$600.01-\$1750.00	\$ 45.00	\$10.00	\$ 55.00
Filing Fee: claim \$1750.01-\$10,000.00	\$ 65.00	\$10.00	\$ 75.00
Filing Fee: claim \$10,000.01-\$25,000.00	\$ 150.00	\$10.00	\$160.00
Claim and Delivery (possession only)	\$ 65.00	\$10.00	\$ 75.00

**Small Claims**

Filing Fee: claim \$1.00-\$600.00	\$ 25.00	\$ 5.00	\$ 30.00
Filing Fee: claim \$600.01-\$1750.00	\$ 45.00	\$ 5.00	\$ 50.00
Filing Fee: claim \$1750.01-\$6500.00	\$ 65.00	\$ 5.00	\$ 70.00
Certified Mail (Restricted Delivery)	\$ 11.00		

**Landlord-Tenant (Summary Proceedings)**

Filing Fees: possession of premises only	\$ 45.00	\$10.00	\$ 55.00
--	----------	---------	----------

**Supplemental Filing Fee (for money judgment)**

Filing Fee: claim \$1.00-\$600.00	\$ 25.00	\$ 10.00	\$ 35.00
Filing Fee: claim \$600.01-\$1750.00	\$ 45.00	\$ 10.00	\$ 55.00
Filing Fee: claim \$1750.01-\$10,000	\$ 65.00	\$ 10.00	\$ 75.00
Filing Fee: claim \$10,000.01-\$25,000.00	\$ 150.00	\$ 10.00	\$ 160.00

**Post Judgment Collection Fees**

Discovery Subpoena	\$ 15.00
Garnishments (bank, wage or tax)	\$ 15.00
Judgment Lien	\$ 10.00
Order of Eviction	\$ 15.00
Order for Seizure of Property	\$ 15.00

**Appeal Fees**

Appeal Fee	\$ 25.00
------------	----------

**Miscellaneous Fees**

Certified Copies	\$ 10.00
Copies (per page)	\$ 1.25
Forms (each)	\$ 1.00
Jury Demand Fee	\$ 50.00
Motion Fee (All Cases)	\$ 20.00**
Marriage Ceremony	\$ 10.00

\*If a motion for show cause is made in the courtroom, no fee is required.

\*\*Pursuant to MCR 4.201 Landlord-Tenant Motion to Stay requires an escrow deposit of one month's rent in addition to the motion fee.

(See back for instructions regarding service by 36<sup>th</sup> District Court Officer).

<sup>+</sup>EFS – Electronic Filing System

Revised: December 2, 2019 TJD/ad