

Alternate Service

(MC 303, MC 307, MC 304)

When to Use:	<ul style="list-style-type: none">• You have filed a case; and• You need to serve the other party a copy of the summons and complaint; and• You have tried to have the other party served several times without success.
Filing Fees:	\$20
Method of Payment:	Credit Card
Where to File:	https://mifile.courts.michigan.gov
Copies:	Original, plus 1 copy if the other party does not have a MiFILE account.
Additional Information:	Provide a self-addressed stamped envelope, along with your copies, to the Clerk’s office. The copies will be mailed back to you once the judge has reviewed your motion. Stamped envelopes are available for purchase in the Legal Self-Help Center.

**STATE OF MICHIGAN
JUDICIAL DISTRICT
JUDICIAL CIRCUIT
COUNTY PROBATE**

**MOTION AND VERIFICATION
FOR ALTERNATE SERVICE**

CASE NO.

Court address

Court telephone no.

Plaintiff name(s), address(es), and telephone no(s).

Defendant name(s), address(es), and telephone no(s).

v

In the matter of _____

1. Service of process upon _____ cannot reasonably be made as otherwise provided in MCR 2.105, as shown in the following verification of process server.
2. Defendant's last known home and business addresses are:

Home address	City	State	Zip
Business address	City	State	Zip

a. I believe the home business address shown above is current.

b. I do not know the defendant's current home business address. I have made the following efforts to ascertain the current address: _____

3. I request the court order service by alternate means.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date

Plaintiff/Plaintiff's attorney signature

Address

Name (type or print) Bar no.

City, state, zip Telephone no.

VERIFICATION OF PROCESS SERVER

1. I have tried to serve process on this defendant as described: State date, place, and what occurred on each occasion.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date

Signature

Process server (type or print)

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	ORDER FOR SERVICE BY PUBLICATION/POSTING AND NOTICE OF ACTION	CASE NO.
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Court address _____ Court telephone no. _____

Plaintiff name(s), address(es), and telephone no(s).
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant name(s), address(es), and telephone no(s).
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TO: _____

IT IS ORDERED:

- You are being sued in this court by the plaintiff to _____ . You must file your answer or take other action permitted by law in this court at the court address above on or before _____ . If you fail to do so, a default judgment may be entered against you for the relief demanded in the complaint filed in this case.

Date
- A copy of this order shall be published once each week in _____ .
 three consecutive weeks, and proof of publication shall be filed in this court.
Name of publication
- _____ shall post a copy of this order in the courthouse, and
Name
 at _____ and
Location
 at _____ and
Location
 three continuous weeks,
 for _____ , and shall file proof of posting in this court.
- A copy of this order shall be sent to _____ at the last-known address
Name
 by registered mail, return receipt requested, before the date of the last publication,
 last week of posting, and the affidavit of mailing shall be filed with this court.

Date

Judge Bar no.

AFFIDAVIT OF PUBLISHING

Name of <input type="checkbox"/> publisher <input type="checkbox"/> agent of publisher	
Name of newspaper	County where published

Attach copy of publication here.

This newspaper is a qualified newspaper. The order for service was published in this newspaper at least once each week for three consecutive weeks on the following dates.

_____ Date Affiant signature

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

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

Notary public, State of Michigan, County of _____

AFFIDAVIT OF POSTING

I have posted this order in a conspicuous place in the _____ courthouse and the following places as ordered by this court: _____

It has been posted for three continuous weeks _____ continuous weeks as ordered by this court.

_____ Date Affiant signature

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

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

Notary public, State of Michigan, County of _____

AFFIDAVIT OF MAILING

Attach mailing receipt and return receipt here.

As ordered, on _____ I mailed a copy of the summons and complaint
Date

and this order to _____
Name

at _____
Address

The mailing receipt and return receipt are attached at right.

_____ Date Affiant signature

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

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

Notary public, State of Michigan, County of _____

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	ORDER REGARDING ALTERNATE SERVICE	CASE NO.
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Court address _____ Court telephone no. _____

Plaintiff name(s), address(es), and telephone no(s).
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant name(s), address(es), and telephone no(s).
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THE COURT FINDS:

1. Service of process upon the defendant, _____, cannot reasonably be made as provided in MCR 2.105 MCR 2.107(B)(1)(b) and service of process may be made in a manner that is reasonably calculated to give the defendant actual notice of the proceedings and an opportunity to be heard.

IT IS ORDERED:

2. Service of the summons and complaint other: _____ and a copy of this order shall be made by the following method(s).
- a. First-class mail to _____ .
- b. Tacking or firmly affixing to the door at _____ .
- c. Delivering at _____ to a member of the defendant's household who is of suitable age and discretion to receive process, with instructions to deliver it promptly to the defendant.
- d. Other: _____

For each method used, proof of service must be filed promptly with the court.

3. The motion for alternate service is denied.

Date

Judge _____
Bar no.

PROOF OF SERVICE

ORDER REGARDING ALTERNATE SERVICE

Case No. _____

TO PROCESS SERVER: You must serve the copies of the order regarding alternate service and file 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 / NONSERVICE

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: (notarization 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: (notarization required)

I served a copy of the summons and complaint other: _____

and a copy of the order for alternate service upon _____ by

1. First-class mail to _____, on _____ Date

2. Tacking or firmly affixing to the door at _____, on _____ Date

3. Delivering at _____, on _____ Date

to a member of the defendant's household who is of suitable age and discretion to receive process, with instructions to deliver it promptly to the defendant.

4. Other: _____, on _____ Date
specify

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature

Name (type or print)

Title

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

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

Notary public, State of Michigan, County of _____