

GENERAL CIVIL FILING INFORMATION

Effective 11-28-2023, all filings **must** be submitted to the court via electronic filing on MiFILE TrueFiling at <https://mifile.courts.michigan.gov/login> If you are seeking a MiFILE exemption, you must fill out and file the MC 100 exemption form, which is subject to judicial review.

WHAT IS GENERAL CIVIL COURT?

General Civil court is designed for disputes involving amounts of \$25,000.00 or less. In civil court, you have the right to a jury trial, the right to be represented by an attorney, and the right to appeal beyond this court.

WHAT CAN I SUE FOR IN GENERAL CIVIL COURT?

You can sue for money damages up to \$25,000 and/or property (Claim and Delivery)

CAN I COLLECT IF I WIN?

The simple fact that the court decides in your favor does not automatically mean that the defendant will pay the judgment and costs. The court can only award judgment for money. You may have to take additional legal steps (i.e. garnishments, property seizure, etc.) to obtain your money. In the end, success in collecting may depend on whether the other party has the money to pay you.

REQUIRED FORMS FOR FILING:

- Summons ([Form MC 01](#))
- Complaint (Form [MC 01a](#) or written complaint for General Civil cases. Form [MC 35](#) or written complaint for Claim and Delivery cases)

Optional: Any photos, exhibits, police reports, etc.

IMPORTANT NOTE: Please be sure to upload forms as separate documents. If any forms are missing, incomplete, missing a signature, or illegible, your case will be rejected.

FILING FEE INFORMATION:

- \$35 filing fee for claims up to \$600.00
- \$55 filing fee for claims \$600.01-\$1,750.00
- \$75 filing fee for claims \$1,750.01-\$10,000.00
- \$160 filing fee for claims \$10,000.00-\$25,000.00

Claim and Delivery Filing Fee- \$75 for property only. If you are seeking a money judgment and property, the filing fee will be \$75 + fee based on the above fee schedule.

SERVING THE OTHER PARTY AFTER YOUR PAPERWORK IS SUBMITTED: Once the court has processed your case, you will receive an electronic notification that your paperwork has been issued and assigned a permanent case number. **You are responsible for arranging the service of your paperwork upon your defendant/s once your paperwork has been issued.** If you need someone to serve your defendant, we have a list of bonded court officers and their contact information available [here](#) for your convenience. Service fees are variable based on mileage, attempts, etc. and the court officer will bill you directly for their services. For information on serving the defendant by certified mail, refer to court rule MCR 2.10

NOTE: Members of court staff are prohibited by law from giving any kind of legal advice. Additional information can be found at www.michiganlegalhelp.org or by contacting an attorney.