

STATE OF MICHIGAN 9TH CIRCUIT COURT KALAMAZOO COUNTY	DOCUMENT RETURN NOTICE	CASE NO. 2018-0153 CZ
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Court Address  
 FAMILY DIVISION - 1536 GULL ROAD, KALAMAZOO, MI 49048  
 TRIAL DIVISION - 227 W. MICHIGAN AVENUE, KALAMAZOO, MI 49007

Court Telephone Number  
(269) 385-6000  
(269) 383-8837

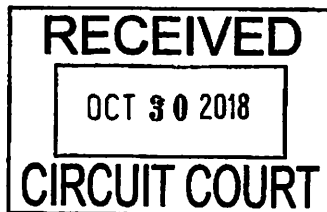
The enclosed documents were received by the Circuit Court Clerk on the date indicated below.

The documents are being returned because the following information, fees, and/or documents are needed before the enclosed documents can be accepted by the Circuit Court.

- Affidavit and Order Suspending Fees/Costs
- Complaint      Summons and Complaint
- Case Code Classification  
(list attached or see MCR 8.117)
- Verified Statement/IV-D Application
- Copies for \_\_\_\_\_
- Signature of \_\_\_\_\_
- We do not accept discovery materials  
(MCR 2.302)
- Entry Fee of \$ \_\_\_\_\_
- Motion Fee of \$ \_\_\_\_\_
- Garnishment Fee of \$ \_\_\_\_\_
- Divorce Fee of \$ \_\_\_\_\_
- Jury Fee of \$ \_\_\_\_\_
- Appeal Fee of \$ \_\_\_\_\_
- Copies of all pleadings and other papers for  
FOC [MCR 3.203(B)]
- Copies of the Summons and Complaint for  
Prosecuting Attorney [MCR 3.203(C)].
- Corporations must be represented by an  
attorney.
- Other: There is no order in this case allowing  
for the filing of an amended complaint

Court Clerk/Judicial Aide: tjc

Received Stamp:



- SCAO form MC-07 - *Default Request, Affidavit, and Entry.*  
Circuit Court does not accept SCAO form MC-07a - *Default Request, Affidavit, Entry and Judgment (Sum Certain)* for defaults on civil and domestic cases. Form MC-07a is used in District Court. See MCR 2.603(A)(2). SCAO form MC-07 is used in Circuit Court. When proof of service (which is included on the form) is filed with the clerk showing that the default has been served, the court clerk will accept SCAO form MC-10 - *Judgment, Civil* for civil cases, and a default judgment for domestic cases. The clerk will then present the proposed judgment to the judge. If the judgment is entered, the requesting party is responsible for serving the judgment.
- Signed original documents for each consolidated file, including:
  - "Consolidated Cases" indication
  - Case name and file number for each action pertaining to this consolidation
  - Highlight the individual file number to which the document pertains
- Domestic Pretrial Memorandums must be completed per the instructions provided with the form. The plaintiff's attorney/plaintiff is responsible for doing the following:
  - Gather information from all parties in the case and complete the questionnaire/memorandum.
  - Obtain signatures of all attorneys/parties on the completed questionnaire/memorandum.
  - Only ONE questionnaire/memorandum per case will be accepted by the court.
  - If opposing attorney/party does not cooperate with preparation of the questionnaire/memorandum, provide such information in a cover letter sent with the questionnaire/memorandum.
  - Provide a copy of the completed questionnaire/memorandum to attorneys/parties of record.
  - Submit the completed questionnaire/memorandum to the Circuit Court Clerk's Office not later than the indicated due date.