



33rd JUDICIAL DISTRICT COURT

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INSTRUCTIONS FOR LANDLORD/TENANT FILERS
RE: ADMINISTRATIVE ORDER NO. 2020-17

Supreme Court Administrative Order 2020-17 requires the 33rd District Court to schedule landlord/tenant cases using a prioritization approach and to process those cases using a new procedure. In accordance with this Order, Landlord/Tenant filers must comply with the following:

1. A filer alleging delinquencies for a time period prior to June 30, 2020 must file a verification form required by Administrative Order 2020-8 (Verification of Compliance with CARES Act DC 504) before a hearing will be scheduled. 2020-17(2)(i).
2. Filers must complete and file the Verification Regarding the CDC Declaration. This form will be provided to filers by the Court.
3. If the filer must remove any fees or costs that are prohibited under the CARES Act, the filer must file an amended complaint for any action that proceeds during the moratorium period. 2020-17(2)(i).
4. Hearings will be handled remotely by Zoom. The Summons for each case must provide the date and time for remote participation in the scheduled hearing. 2020-17(4).
5. The Summons must be accompanied by Availability of Counsel & Housing Assistance Information Form and Zoom Instructions. This form will be provided to filers by the Court. 2020-17(4).
6. The Proof of Service must indicate the following documents were served on the party: 1) Summons; (2) Complaint; (3) Verification of Compliance with CARES Act form (if applicable); (4) Availability of Counsel & Housing Assistance Information form; and (5) Zoom Instructions. If the defendant has not been personally served with this information, and the defendant fails to appear, the court may not enter a default but must reschedule the hearing and mail notice for that rescheduled hearing as an in-person proceeding.