

INSTRUCTIONS FOR FILING AND SERVING AN ANSWER TO A COMPLAINT (FORM MC 03)

If you received a complaint, you are required to appear and answer the complaint by the date on the summons. If you were personally served, you have 21 days after receiving the summons to file a written answer with the court. If you were served by mail or were served outside of this state, you have 28 days after receiving the summons to file a written answer with the court. If you do not appear and answer as required, the court may enter a default judgment against you. This means the judge may grant a judgment for the plaintiff without hearing from you.

1. How do I file an Answer?

You appear and answer by filing a written answer with the same court where the complaint was filed and serving the plaintiff with that answer. There is no fee for filing an answer.

2. Fill out the Answer form.

Fill out form MC 03 (Answer, Civil) on the website or get a paper copy from the court to fill out.

Write in the court number, case number, the court address, the court telephone number, and the names, addresses, and telephone numbers of the plaintiff and the defendant exactly as they are on your court papers.

For each of the numbered statements on the complaint, check only one box in response to that statement. If the complaint is numbered beyond five, check the box "continued on page 2" and complete page 2. If necessary, complete page 3 and add more pages as needed.

Write in the date you complete the form and sign your name.

3. Make four copies of the completed answer forms.

4. File the Answer with the court.

File the original of your answer with the court in person or by first-class mail.

5. Serve the Answer.

You must serve (provide) a copy of the answer on the plaintiff either by personal service or by first-class mail. If the plaintiff has an attorney, serve the answer on the attorney instead of the plaintiff.

After you serve the answer on the plaintiff, complete the certificate of service on the bottom of the remaining two copies of the form. File one copy with the court. You can do this either in person or by first-class mail. Keep the remaining copy of the answer form for yourself.

See the Michigan Court's Self-Help Center for information on demanding a jury at <http://courts.mi.gov/self-help/center/general-information/pages/responding-to-a-civil-complaint.aspx> and preparing for trial generally at <http://courts.mi.gov/self-help/center/general-information/pages/court-hearings.aspx>.

NOTE: You must bring all documents to the hearing to support what you checked on the answer form.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	ANSWER, CIVIL (PAGE 1 OF <u>3</u>)	CASE NO.
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Court address Court telephone no.

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

v

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

Defendant,
 Attorney for defendant, _____ in answer to the complaint, states: (Paragraph numbers in the answer must correspond to paragraphs in the complaint. Attach additional sheets if necessary.)

- 1. I agree with the statements in paragraph 1.
 disagree with the statements in paragraph 1 because _____
 do not know if the statements in paragraph 1 are true.

- 2. I agree with the statements in paragraph 2.
 disagree with the statements in paragraph 2 because _____
 do not know if the statements in paragraph 2 are true.

- 3. I agree with the statements in paragraph 3.
 disagree with the statements in paragraph 3 because _____
 do not know if the statements in paragraph 3 are true.

- 4. I agree with the statements in paragraph 4.
 disagree with the statements in paragraph 4 because _____
 do not know if the statements in paragraph 4 are true.

- 5. I agree with the statements in paragraph 5.
 disagree with the statements in paragraph 5 because _____
 do not know if the statements in paragraph 5 are true.

continued on page 2.

Date Defendant/Attorney signature

Name (type or print)

IMPORTANT: If you have affirmative defenses, you must state them now using the last page of this form. If you do not, the court may prohibit you from raising them later. An affirmative defense is a defense claiming that the plaintiff is not entitled to a judgment because other facts exist that create a lawful defense. Affirmative defenses allow you to provide information to the court that is not stated in the plaintiff's complaint.

CERTIFICATE OF SERVICE

I certify that on this date I served a copy of this answer on the plaintiff(s) or their attorney(s) by
 personal service. first-class mail addressed to their last-known address(es) as defined in MCR 2.107(C)(3).

Date Signature

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Plaintiff's name(s)

v

Defendant's name(s)

continued from page 1.

- 6. I agree with the statements in paragraph 6.
 disagree with the statements in paragraph 6 because _____
 do not know if the statements in paragraph 6 are true.
- 7. I agree with the statements in paragraph 7.
 disagree with the statements in paragraph 7 because _____
 do not know if the statements in paragraph 7 are true.
- 8. I agree with the statements in paragraph 8.
 disagree with the statements in paragraph 8 because _____
 do not know if the statements in paragraph 8 are true.
- 9. I agree with the statements in paragraph 9.
 disagree with the statements in paragraph 9 because _____
 do not know if the statements in paragraph 9 are true.
- 10. I agree with the statements in paragraph 10.
 disagree with the statements in paragraph 10 because _____
 do not know if the statements in paragraph 10 are true.
- 11. I agree with the statements in paragraph 11.
 disagree with the statements in paragraph 11 because _____
 do not know if the statements in paragraph 11 are true.
- 12. I agree with the statements in paragraph 12.
 disagree with the statements in paragraph 12 because _____
 do not know if the statements in paragraph 12 are true.
- 13. I agree with the statements in paragraph 13.
 disagree with the statements in paragraph 13 because _____
 do not know if the statements in paragraph 13 are true.
- 14. I agree with the statements in paragraph 14.
 disagree with the statements in paragraph 14 because _____
 do not know if the statements in paragraph 14 are true.
- 15. I agree with the statements in paragraph 15.
 disagree with the statements in paragraph 15 because _____
 do not know if the statements in paragraph 15 are true.
- 16. I agree with the statements in paragraph 16.
 disagree with the statements in paragraph 16 because _____
 do not know if the statements in paragraph 16 are true.
- 17. I agree with the statements in paragraph 17.
 disagree with the statements in paragraph 17 because _____
 do not know if the statements in paragraph 17 are true.

continued on page 3.

<p align="center">STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT</p>	<p align="center">ANSWER, CIVIL (PAGE 3 OF <u>3</u>)</p>	<p>CASE NO.</p>
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Plaintiff's name(s)

v

Defendant's name(s)

continued from page 2.

- 18. I agree with the statements in paragraph 18.
 disagree with the statements in paragraph 18 because _____
 do not know if the statements in paragraph 18 are true.
- 19. I agree with the statements in paragraph 19.
 disagree with the statements in paragraph 19 because _____
 do not know if the statements in paragraph 19 are true.
- 20. I agree with the statements in paragraph 20.
 disagree with the statements in paragraph 20 because _____
 do not know if the statements in paragraph 20 are true.
- 21. I agree with the statements in paragraph 21.
 disagree with the statements in paragraph 21 because _____
 do not know if the statements in paragraph 21 are true.
- 22. I agree with the statements in paragraph 22.
 disagree with the statements in paragraph 22 because _____
 do not know if the statements in paragraph 22 are true.
- 23. I agree with the statements in paragraph 23.
 disagree with the statements in paragraph 23 because _____
 do not know if the statements in paragraph 23 are true.
- 24. I agree with the statements in paragraph 24.
 disagree with the statements in paragraph 24 because _____
 do not know if the statements in paragraph 24 are true.
- 25. I agree with the statements in paragraph 25.
 disagree with the statements in paragraph 25 because _____
 do not know if the statements in paragraph 25 are true.
- 26. I agree with the statements in paragraph 26.
 disagree with the statements in paragraph 26 because _____
 do not know if the statements in paragraph 26 are true.
- 27. I agree with the statements in paragraph 27.
 disagree with the statements in paragraph 27 because _____
 do not know if the statements in paragraph 27 are true.
- 28. I agree with the statements in paragraph 28.
 disagree with the statements in paragraph 28 because _____
 do not know if the statements in paragraph 28 are true.
- 29. I agree with the statements in paragraph 29.
 disagree with the statements in paragraph 29 because _____
 do not know if the statements in paragraph 29 are true.

continued on additional page(s).