Michigan Small Claims Filing Checklist (2026)

From the $7,000 limit to the hearing notice

MCL means the Michigan Compiled Laws. MCR means the Michigan Court Rules. Guide: clearlegaltips.com/michigan-small-claims-court/

1. CHECK YOUR CLAIM

[ ] My claim is for money only and is $7,000 or less (MCL 600.8401). If it is more, I understand I would waive the excess (MCL 600.8425(1); MCR 4.302(D)).

Amount I am claiming ($): _____

[ ] My claim is not for fraud (except as MCL 600.8424(1) allows), libel, slander, assault, battery or another intentional tort, and I am not asking for property back or for an order to do or stop something (MCL 600.8424(1); DC 84info).

[ ] I am not an assignee or a third party beneficiary, and I am not a collection agency (MCL 600.8407(1); MCL 600.8408(1)).

[ ] I have not filed more than five small claims in this district this week (MCL 600.8407(2)).

2. CHECK THE DEADLINE

Date my claim arose: _____

For a breach of contract that no other subsection covers, the period is 6 years (MCL 600.5807(9)). Other claims have other deadlines.

Deadline I calculated: _____

3. PICK THE COURT

County where the claim happened, or where the defendant is established, resides or is employed (DC 84info): _____

District court I am filing in: _____

4. GET THE FORM AND THE PARTIES RIGHT

[ ] I downloaded the current Small Claims Affidavit (DC 84) from the court. The 1/24 version may be used until December 31, 2026. The 6/26 version may be used now and must be used beginning January 1, 2027.

Defendant's exact name (any name it uses publicly in its business works): _____

Defendant's address for service: _____

[ ] More than one plaintiff or defendant: I checked the box on the form and attached the Addendum (DC 84a).

[ ] I know who signs for my sole proprietorship, partnership or corporation (MCL 600.8407(3)). If I am an LLC, I asked the clerk which box and which signer the court expects.

5. SIGN AND FILE

[ ] I described the claim in concise, nontechnical language with the date or dates it arose (MCR 4.302(A)).

[ ] I waited to sign until I was in front of a notary or deputy clerk (DC 84info; DC 84).

[ ] I have one copy of the affidavit for each defendant to be served (MCL 600.8402(1)).

[ ] I asked the court whether it accepts filing in person, by mail or through MiFile (DC 84info).

Date I filed: _____

6. PAY THE FEE OR ASK FOR A WAIVER

Claim up to $600: $30. Over $600 up to $1,750: $50. Over $1,750: $70. Each total includes the $5 electronic filing fee (DC 84info; MCL 600.8420(1); MCL 600.1986(1)(d)).

Fee I paid ($): _____

[ ] If I cannot afford the fee, I filed a Fee Waiver Request (MC 20) with my affidavit and downloaded the current version (DC 84info).

7. WATCH FOR THE HEARING NOTICE

The appearance date is not less than 15 nor more than 45 days after the date of the notice (MCL 600.8406(1)).

Hearing date: _____

Date the defendant was served, and how (certified mail or personal service): _____

[ ] I know that before the trial begins either side can demand a district judge instead of a magistrate or remove the case to the general civil division, and that starting the trial waives those rights (MCL 600.8408(4); form DC 86).

INSTRUCTIONS FOR USE

This worksheet is general information, not legal advice. Ask your court clerk about amounts and forms. For deadlines and legal questions, ask a licensed Michigan attorney or a legal aid office.