Michigan Hearing and Collection Planner (2026)

Evidence, the appeal clock and collection tools in one place

Fill this in before your hearing, then use Parts 3 and 4 after the decision. Guide: clearlegaltips.com/michigan-small-claims-court/

Part 1: Your evidence

Bring all books, papers and witnesses needed to establish your claim or defense (MCL 600.8404(1)). DC 84info lists papers, witnesses, photos, emails and books.

Exhibit 1: what it is, and its date: _____

Exhibit 2: what it is, and its date: _____

Exhibit 3: what it is, and its date: _____

Total I am asking for ($): _____

How I calculated it: _____

Part 2: The hearing

Witnesses are sworn and the trial is informal, with no jury and no verbatim record (MCL 600.8411(2)).

Witness name and what they saw: _____

Date and time of the hearing: _____

[ ] I decided before the trial begins whether to demand a district judge or removal to the general civil division. Starting the trial waives that right (MCL 600.8408(4)).

[ ] If I am the defendant and I need time to pay, I will ask for installment payments at the hearing (MCL 600.8404(1)(e); DC 84info).

Judge or magistrate assigned: _____

Part 3: After the decision

A judge's decision is final (MCL 600.8427). If a magistrate heard the case, an appeal must be taken within 7 days after the entry of the magistrate's decision (MCL 600.8427). Sources describe the starting point differently, so count from the day of the decision, file as early as you can and ask the clerk.

Date of the decision: _____

Who heard my case (judge or magistrate): _____

Date I asked the clerk when my appeal clock started: _____

Part 4: Collecting

If the defendant was absent or did not pay in full at once, the judge shall order payment in full or a written disclosure of employer and accounts within 30 days after entry (MCL 600.8410(5)). A writ of garnishment may not be issued until the expiration of 21 days after the judgment was entered (MCR 4.305(C)).

Date the judgment was entered: _____

30-day payment or disclosure date: _____

Earliest garnishment date: the day after the 21st day (ask the clerk): _____

[ ] I read the DC 85info instructions for the tool I need and downloaded the current forms: periodic garnishment (MC 12), nonperiodic garnishment (MC 13), income tax refund garnishment (MC 52), debtor's examination (MC 11) or seizure of property (MC 19).

Employer or bank (the garnishee): _____

Judgment ($) + interest ($) + costs ($): _____

Interest is 1% plus the average 5-year Treasury auction rate, compounded annually, from the date the complaint was filed (MCL 600.6013(8)). The Treasury page dated July 9, 2026 shows 3.959% for the six months from July 1, 2026.

[ ] When I am paid in full, I will file a Certificate of Satisfied Judgment (MC 17) (DC 85info).

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.