Original - Court
1st copy - Prisoner
2nd copy - Department of Corrections
3rd copy - Return to court

Approved, SCAO

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	PERSONAL SERVICE ON PRISONER AND AFFIDAVIT	CASE NO.

Court address **Court telephone no.**

Plaintiff(s)	v	Defendant(s)

☐ Probate ☐ Juvenile In the matter of _____

REQUEST

To the Warden/Administrator of _____
Name of correctional institution

You are requested to serve _____
Title or description of papers

together with _____
List of attachments

on _____ on or before _____ .
Name of prisoner and prisoner identification number (if known)

Upon service, you must either complete the affidavit of service below or have the prisoner complete the acknowledgment of service below. If you are unable to complete service for some reason, you must return the original papers and all copies to the court clerk.

_____ _____
Date Court clerk

AFFIDAVIT OF SERVICE

NOTE: This affidavit is prepared only when the prisoner does not acknowledge service.

I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that I personally served the papers described above and attachments, if any, on _____
Name of prisoner and prisoner identification number (if known)

on _____ .
Day, date, and time

_____
Signature

_____
Name (type or print)

Subscribed and sworn to before me on _____ , _____ .
Date County and state

My commission expires: _____ Signature: _____
Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received the papers described above on _____
Day, date, time

_____
Prisoner signature