

LeRay Town Court

8650 LeRay Street
Evans Mills, New York 13637

SMALL CLAIMS WORKSHEET

GEOGRAPHIC JURISDICTION: You must bring the action where the Defendant resides, is employed or has a place of business at the time you start the action.

MONETARY JURISDICTION: Up to \$3,000 — MONEY ONLY

WHO CAN USE SMALL CLAIMS: You must be an individual 18 years or older. A parent or guardian must bring action if less than 18 years. Corporations, Partnerships, Associations, or Assignees CANNOT bring actions in Town and Village Small Claims Court.

COSTS:

Filing Fee — \$10.00 for claims of \$1,000 or less

\$15.00 for claims exceeding \$1,000

Filing Fee is paid at time of filing small claims with the Court with cash or a money order.

NO PERSONAL CHECKS ACCEPTED.

Small Claims notices will be mailed by the Court and a copy will be mailed to you to notify you of the date and time of hearing. You should bring any evidence and/or witnesses to the hearing.

PLAINTIFF'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

DEFENDANT'S NAME: _____

ADDRESS: _____

EXACT AMOUNT OF CLAIM (do not include filing fee): \$_____

CLAIM (a brief description and/or see attached)

Date: _____ Signature of Plaintiff: _____