

JUSTICE COURT
350 NORTH MAIN ST.
PORT CHESTER, NY 10573
914-939-8220

SMALL CLAIMS matters are filed on Tuesday and
Wednesday - 9:00am thru 3:30pm

Any person or d/b/a who is over 18 years of age may bring
an action, for money only, in the Small Claims part of the
of the Justice Court.

FILING FEES:
(CASH ONLY)
To Max \$1000 - \$10.00-\$10.00 Service fee
\$1000-\$3000 -\$15.00+\$10.00 Service fee

NO CORPORATIONS, PARTNERSHIPS
ASSOCIATIONS OR ASSIGNEES may use the Small
Claims portion of the Justice Court.

PLAINTIFF: (Person starting action) Enter complete name, address and phone number.

Name: _____
Address: _____
Phone(s): _____

DEFENDANT(S): (Person you wish to sue) Enter complete name, address and phone number.

Name: _____
Address: _____
Phone(s): _____

What is the amount of money owed to you by defendant(s) \$ _____

THE AMOUNT OWED MAY NOT EXCEED \$3,000.00

List a brief description of why this money is owed to you and date owed.

Signature of Plaintiff _____

FEE PAID: _____

ASSIGNED COURT DATE: _____

DATE PAID: _____

RECEIPT # _____

INDEX # _____