



JUSTICE COURT

Village of Port Chester

350 N. Main St.

Port Chester, New York 10573

SMALL CLAIMS matters are filed on Tuesday and Wednesday - 9:00 AM through 3:30 PM

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 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 the date owed.

Signature of Plaintiff

FEE PAID: _____

Assigned Court Date: _____

Date Paid: _____

Receipt # _____

INDEX# _____