

ROSEBOOM TOWN COURT SMALL CLAIMS PROCEEDINGS

The Town Court has jurisdiction over small claims cases with a maximum amount at issue of \$3,000.00. Cases can only be brought against individuals or businesses that live in, work in, or have a place of business in the Town of Roseboom.

The form to use to start a small claims case is attached on the next page. You will need to complete the following (insert this information on the numbered spaces on the form):

1. Your full name and full address. If you are under the age of 18, a parent or guardian must complete the form for you. You cannot list a post office box as your address.
You are the Plaintiff / Claimant.
2. The full name and full address of the person you are suing. If you know their business name, you can also add that. The address cannot be a post office box.
The person you are suing is the Defendant.
3. Insert your name as the Plaintiff.
4. State the amount of the claim.
5. Provide a brief description of the claim, damages, debt, etc. You can bring a small claim for money only.
6. Sign and date the form.

The Small Claims proceeding will be commenced and added to the Court's calendar after you pay the filing fees and submit the original signed copy to the Court.

1. The filing fee is \$10 for claims of \$1,000 or less.
2. The filing fee is \$15 for claims of \$1001 to \$3000.
3. Fees can be paid by cash, certified check or money order only. No personal checks.

You can hand deliver the form and payment when the Court is in session (First Wednesday of each month from 3-5 pm, or Third Thursday of each month from 7-9 pm). The Court is not open on legal holidays. You can also mail the form and payment to

Roseboom Town Court
126 County Highway 50
Cherry Valley, NY 13320

The Court will send the notice to you and the Defendant once it receives the original signed form and the filing fee. You and the Defendant will be notified of the Court date.

**ROSEBOOM TOWN COURT
SMALL CLAIMS APPLICATION**

Roseboom Town Court
126 County Highway 50
Cherry Valley, NY 13320
607-264-8091

Small Claims Docket Number: (court will fill in) _____ Date of Claim: _____

1. Plaintiff / Claimant: Name: _____
Doing business as: _____
Address _____

Phone: _____

2. Defendant: Name: _____
Doing business as: _____
Address _____

Phone: _____

3. A small claim has been filed against the Defendant by Plaintiff / Claimant: _____

4. The claim seeks judgment in the amount of \$_____ (maximum \$3000).

5. The circumstances giving rise to the claim are: _____

The Plaintiff and the defendant are directed to appear at the Roseboom Town Court on the following date and time: _____.

Both the Plaintiff and the defendant may obtain additional information about Small Claims proceedings by reading or downloading the Guide to Small Claims at the following link:

<http://nycourts.gov/CourtHelp/pdfs/SmallClaimsHandbook.pdf>