

APPLICATION FOR SMALL CLAIMS

In order for this court to have jurisdiction of your claim, the defendant must either:

1. Reside within the limits of the Town of Dix.
2. Have regular employment within the Town of Dix
3. Have an office for the transaction of business within the Town of Dix.

You are required to provide the court with the following information, which must be printed or legibly written in longhand:

Plaintiff Information (person filing the claim)

Full name: _____

Address : _____

Telephone Number: _____

Defendant Information (person you are filing against)

Full name: _____

Present address: _____

Telephone Number: _____

Amount of claim: \$ _____ Date claim happened: _____

Nature of claim including place where claim arose: _____

If auto accident, where: _____

If rent due or security deposit for premises, for what location is claim being made:

I CERTIFY AND AFFIRM THAT THE ABOVE FACTS ARE CORRECT AND ACCURATE.

Date: _____

Signature of Applicant

PROCEDURE FOR FILING A CLAIM IN SMALL CLAIMS COURT

If your claim is in the amount of \$3,000.00 or less and the defendant resides, has a place of business or employment in the Town of Dix, you may use the Town of Dix Small Claims Court.

To file a claim, the plaintiff (person making the claim) must supply the name and exact address of the defendant (person against whom claim is made). If a claim is against a business firm, you must know whether or not it is incorporated. If it is, the suit must be brought against the corporation, using its proper name. If the business is not incorporated, you must know the owner's name and address. Such information is available in the Schuyler County Clerk's Office, 105 Ninth Street, Watkins Glen, NY.

If the claim is for \$1,000.00 or less, the cost of filing is \$10.00. If the claim exceeds \$1,000.00, the cost of filing is \$15.00. Postage for mailings is included in the filing fee.

If your claim is settled before the return date, kindly notify the court in writing so that the matter can be taken off the court's calendar.

At the time of the Small Claims Hearing, be prepared with all of your evidence, witnesses, etc. that you will need to prove your case.