

**ELMSFORD VILLAGE COURT  
INSTRUCTIONS FOR FILING IN JUSTICE COURT**

Mailing Address & Physical Filing Address:  
Village of Elmsford | 15 South Stone Avenue | Elmsford, NY 10523  
Telephone: (914) 592- 8949 | Facsimile: (914) 347-4726 | No E-Mail Accepted



JUSTICE COURT SUMMONS MUST COMPLY WITH THE FOLLOWING GUIDELINES

1. Action cannot exceed \$3,000
2. You OR the party you wish to sue must reside in The Village of Elmsford  
**If you reside in Elmsford Village, you may sue anyone residing in Westchester County**
3. Cost: \$20 filing fee payable by Cash (exact amount only – no change is made),  
Cashier’s Check or Money Order payable to Village of Elmsford Court
4. NO PERSONAL CHECKS OR BUSNISESS CHECKS ARE ACCEPTED
5. Summons and Affidavit of Service must be received by the Court’s Clerks Office at  
least three days prior to appearance date noted on the Summons
6. Summons must be served by an individual not a party to the action
7. Please Note – The Court cannot provide any guidance as to the drafting of the  
Summons nor can the Court provide instructions on service of the Summons. These  
questions involve matters of the law and the Clerk’s Office cannot provide legal  
advice