

# INSTRUCTIONS FOR FILING SMALL CLAIMS ACTION IN THE VILLAGE OF ELMSFORD COURT

**Small Claims** Applications Must Comply with the Following Guidelines:

1. You must be suing an individual (not as a corporate entity)
2. Action cannot exceed \$3,000
3. THE PARTY YOU WISH TO SUE must reside OR have a place of business in the Village of Elmsford. The defendant must have a physical address to which mail can be mailed/served within the jurisdiction of this Court. Please refer to the Assessor's Office (914 989-1520 or <https://www.greenburghny.com/168/Assessors-Office> ) to confirm that the party you wish to sue has an address within the Court's jurisdiction (you will need a **street address** to confirm jurisdiction with the Assessor, *not merely the name* of the party you wish to sue.)
4. Filing Fee payable by:
  - Cash (exact amount only – no change is made)
  - Money Order or Cashier's Bank Check payable to The Village of Elmsford Court
  - NO PERSONAL OR BUSINESS CHECKS
  - For claims up to \$1,000, a \$10 filing fee is due
  - For claims between \$1,001 and \$3,000, a \$15 filing fee is due

## Adjournment Procedure

5. Defendant (person you are suing) is entitled to the first adjournment up on notice to the Plaintiff (you)

# ELMSFORD VILLAGE COURT

## APPLICATION FOR SMALL CLAIMS COURT ACTION

Filing Days: Monday, Tuesday, Thursday, 9 a.m. – 3 p.m. (except summer hours: 9 a.m. – 2 p.m.)

APPLICATION MUST BE SUBMITTED ALONG WITH FILING FEE AS DETAILED ON INSTRUCTION PAGE

### *Plaintiff Information (Person filing the suit)*

_____		_____
Last Name, First Name		Address
		_____
		Town, State, & Zip Code
		_____
		Phone Number (Mobile Number Preferred)
		Check One: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work

### *Defendant Information (Person you wish to sue)*

_____		_____
Last Name, First Name		Address
		_____
		Town, State, & Zip Code
		_____
		Phone Number (Mobile Number Preferred)
		Check One: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work

### *Why are you suing?*

**Briefly**, state the reason this money is due to you (e.g., auto accident damages, rental security deposit not returned, services rendered, goods sold, etc.) Please be brief and limit your entry to no more than 140 characters. You may elaborate on your claim in person when your matter is called before the Village Justice in open court.

\_\_\_\_\_

\_\_\_\_\_

What date did this money become due to you? \_\_\_\_\_

What is the total amount owed to you? \$ \_\_\_\_\_

I, \_\_\_\_\_ (Plaintiff), certify that the information I entered above is accurate and truthful and that I am filing this action because I have a meritorious claim. I further certify that I have not sought relief regarding this claim in another court.

Signature of Plaintiff: \_\_\_\_\_ Date: \_\_\_\_\_

*To be completed by Court Personnel ONLY:*

Date Filed: \_\_\_\_\_ Initials of Clerk Accepting Filing: \_\_\_\_\_

Mailing Address & Physical Filing Address:  
Village of Elmsford | 15 South Stone Avenue | Elmsford, NY 10523  
Telephone: (914) 592- 8949 | Facsimile: (914) 347-4726