



86 Broadway  
P.O. Box 397  
Tivoli, NY 12583

# Village of Tivoli Court

Phone: (845) 757-3219

Justice Howard F Clark  
Fax: (845) 757-3319

## SMALL CLAIMS PART

\_\_\_\_\_ *Plaintiff*

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone #

VS

\_\_\_\_\_ *Defendant*

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone #

AMOUNT OF CLAIM \$ \_\_\_\_\_

Nature and particulars of Plaintiffs Claim:

Dated: \_\_\_\_\_  
Plaintiff/Person making claim for plaintiff

**IF SPACE IS INSUFFICIENT, USE REVERSE SIDE**

<b>FEES:</b> \$ 1.00 - \$1,000.00	COST \$10.00
\$1,000.01 - \$3,000.00	COST \$15.00
Counter Claim	COST \$ 3.00 + postage
Transcript of Judgement	COST \$ 5.00

**I have received a Small  
Claims Guide (*booklet*)**

\_\_\_\_\_  
Plaintiff/Person making claim for plaintiff

An electronic copy of Small Claims Guide may be obtained at the following web site: [www.nycourthelp.gov](http://www.nycourthelp.gov)