



TOWN OF WASHINGTON

Justice Court

10 Reservoir DR,
Millbrook, NY 12545
P.O. BOX 667

(845) 677-6366 EX: 5 FAX (845) 677-6366
justicecourt@washingtontny.org

Carol Poles
Town Justice

APPLICATION FOR SMALL CLAIMS

Filing Fees for Small Claims Action: \$10.00 for suits of \$1,000.00 or less
\$15.00 for suits of \$1,000.01 to \$3,000.00

A Guide to Small Claims Court is available at the court listed above or at nycourts.gov.

Your Name: _____
(Plaintiff)
Address _____

Telephone No. _____ Email: _____

Are you part of a partnership or incorporated? _____ Yes _____ No

* IF YOUR ANSWER IS "YES", THIS COURT CANNOT PROCESS A SMALL CLAIMS ACTION.
YOU MAY SUBMIT A CIVIL ACTION AFTER YOU RECEIVE A COURT DATE FROM THIS
COURT (FILING FEE: \$20.00).

Party Being Sued: _____
(Defendant)
Address _____

Telephone No. _____ Email: _____

BRIEFLY state the reason for your claim: _____

Amount of claim: \$ _____

Plaintiff Signature / Acknowledgement of Guide

THE COURT DOES NOT ACCEPT PERSONAL CHECKS

PLEASE NOTE: Our jurisdiction is for money ONLY up to \$3,000.00

COURT USE ONLY: Filing Date: _____
Hearing Date: _____
Filing Fee: _____
Receipt No: _____