



# Justice Court

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

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

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

**Your Name:**

## Address

Telephone No.

Email:

\* 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:

Address

Telephone No.

Email:

BRIEFLY state the reason for your claim:

Amount of claim: \$

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Plaintiff Signature / Acknowledgement of Guide

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

**COURT USE ONLY:**

Filing Date:

Hearing Date:

Filing Fee:

Receipt No: