

JUSTICE COURT
TOWN OF COEYMANS

18 Russell Avenue
Ravena, NY 12143
(518-756-8480)

THOMAS FRESE
TOWN JUSTICE

LINDA T. EISSING
TOWN JUSTICE

Small Claims Form

Please complete this form and return it to the Coeymans Town Court for processing. If your claim is \$1,000 or less there is a \$10 filing fee. If your claim is for more than \$1,000 the filing fee is \$15. (we are unable to accept personal checks). Payment can be in MONEY ORDER: payable to Coeymans Town Court or CREDIT CARD.

Plaintiff:

Name: _____

Address: _____

Telephone No.: _____

Defendant: (Person being sued. Must receive mail in the Town of Coeymans/Village of Ravena)

Name: _____

Address: _____

Telephone No.: _____

Amount of Claim: No more than \$3,000) \$ _____

Nature of Claim: (this statement should be brief)

The Court is not a collection agency. If a judgment is awarded, the Court will notify the judgment creditor of the amount owed. If the judgment creditor does not pay within 30 days, there are further steps which you may take which will be explained at the conclusion of the hearing.