

VILLAGE OF MAMARONECK COURT

169 Mt. Pleasant Avenue  
Mamaroneck, NY 10543  
Telephone: (914) 777-7710

SMALL CLAIMS COURT PROCEDURES

1. The party commencing the action (the plaintiff) must be an individual. Corporations, partnerships and LLCs MAY NOT be plaintiffs in small claims actions.
2. The amount sought (money damages) in a small claims action may not exceed \$3,000.
3. The party to be sued (the defendant) must either reside, have an office for the transaction of business or work regularly in the Village of Mamaroneck. In addition, a plaintiff may also commence a small claims action where the plaintiff is or was a tenant or lessee of real property owned by the defendant and the claim relates to such tenancy or lease, and such real property is situated within the Village of Mamaroneck. You may contact the Clerk-Treasurer's Office (914) 777-7722 to determine whether the defendant has an address in the Village of Mamaroneck.
4. The completed Small Claims Application form (on reverse side) must be filed in person at the Mamaroneck Village Court during regular Court hours.
5. A filing fee of \$10 is required for claims of \$1,000 or less and a \$15 fee is payable for claims exceeding \$1,000. Filing fees are due and payable at the time of filing of the completed Small Claims Application. Filing fees may be paid in cash (exact amount), by credit/debit card or by certified bank check or USPS money order payable to "Mamaroneck Village Court." Note that an additional convenience fee is payable for payments made by credit/debit card. The Mamaroneck Village Court does not receive any portion of such convenience fee.

It is recommended that you review the Small Claims Handbook produced by the New York Unified Court System which may be found at <http://www.nycourts.gov/CourtHelp/SmallClaims/index.shtml>

Please call the Court office during regular business hours with any questions regarding small claims court procedures.

## APPLICATION FOR SMALL CLAIMS COURT ACTION

Mamaroneck Village Court

169 Mt. Pleasant Ave, Mamaroneck, NY 10543

Telephone: (914) 777-7710

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

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

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

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

Have you filed a small claim against this defendant before in this court or any other court? ☐ YES ☐ NO

### *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: \_\_\_\_\_