

NICHOLS TOWN COURT

What is needed for each proceeding:

Town Court Small Claims

- Name & street address of defendant (no PO Box #)
- Brief statement of claim
- Amount of claim
- Filing fee - maximum of \$15.00 (no personal checks)

Incorporated Businesses cannot file in Small Claims Court

Town Court Civil Suit

- Summons and Complaint, signed by either an attorney, or the Court Clerk

Town Court Summary Proceedings (Evictions)

FORMS NEEDED:

- Notice of Petition
- Petition to Recover Possession of Real Property
- Applicable Notice to Vacate & Affidavit of Service of same with petitions

WHAT IS NEEDED TO FILE

- Have Notice of Petition & Petition to Recover Possession of Real Property filled out
- Have Applicable Notice to Vacate & Affidavit of Service of same with petitions
- Make sure Notice of Petition & an Affidavit of Service is filed with the court within three (3) days of service

Filing Fee - \$20.00 (No personal checks)

METHODS OF PAYMENT

- All remittances are to be made payable to the Nichols Town Court and must be paid in U.S. funds
- Enclose a self-addressed, stamped envelope with your payment for your receipt

***For more information about civil proceedings, go to www.nycourthelp.gov