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*Town Court
of the
Town of Harrison*



JOSEPH L. CANNELLA
PASQUALE G. GIZZO
Town Justices

JACQUELINE RICCIARDI
Court Clerk

INSTRUCTIONS FOR FILING IN JUSTICE COURT

Justice Court Summons Must Comply With the Following Guidelines:

1. Action cannot exceed \$3,000.
2. You OR the party you wish to sue must reside in the Town of Harrison.
If you reside in Harrison, you may sue anyone residing in Westchester County.
3. Cost: \$20 filing fee payable by cash (exact amount only), Cashier's Check or Money order. NO PERSONAL OR BUSINESS CHECKS.
4. Summons and Affidavit of Service must be received by the Court Clerk' Office at least three-days prior to court date noted on the Summons.
5. Summons must be served by an individual not party to the action. The court cannot provide any guidance as to drafting the summons or how to serve the summons. These are questions of law and the Court Clerk's Office cannot dispense legal advice.

