

# INSTRUCTIONS FOR FILING SMALL CLAIMS ACTIONS IN THE HARRISON TOWN COURT

**Small Claims** Applications Must Comply With the Follow Guidelines:

1. You must be suing as an individual (not as a corporate entity).
2. Action cannot exceed \$3,000.
3. THE PARTY YOU WISH TO SUE must reside OR have a place of business in the Town of Harrison.
4. Filing Fees payable by cash (exact amount only), Visa / MasterCard / Money Order or Cashier's Check only –  
NO PERSONAL OR BUSINESS CHECKS
  - a. For claims up to \$1,000, a **\$10 filing fee** is due.
  - b. For claims between \$1,001 and \$3,000, a **\$15 filing fee** is due.
5. Adjournment Procedures
  - a. Defendant (person you are suing) is entitled to the first adjournment upon notice to you.

ALFRED F. SULLA, JR.  
MUNICIPAL BUILDING  
1 HEINEMAN PLACE  
HARRISON, NEW YORK 10528

*Town Court  
of the  
Town of Harrison*

JOSEPH L. CANNELLA  
PASQUALE G. GIZZO  
Town Justices

JACQUELINE RICCIARDI  
Court Clerk

(914) 670-3010  
FAX (914) 835-1262

WWW.HARRISONTOWNCOURT.COM



**APPLICATION FOR SMALL CLAIMS COURT ACTION**

Filing Days: Monday, Wednesday, Friday 9am - 3pm (except summer hours: 9am - 2pm)

*Plaintiff Information (Person filing the suit)*

_____		_____
Last Name, First Name		Street Address
		_____
		Town, State & Zip Code
		_____
		Daytime Phone Number

*Defendant Information (Person you wish to sue)*

_____		_____
Last Name, First Name		Street Address
		_____
		Town, State & Zip Code
		_____
		Daytime Phone Number

*Why are you suing?*

<b>Briefly</b> state the reason this money is due to you (e.g, auto accident damages, rental security deposit not returned, services rendered, goods sold, etc.):	
_____	
_____	
_____	
_____	
What date did this money become due to you?	_____
What is the total amount owed to you?	\$ _____