

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 / Discover Card, 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*

MARC J. LUST
NELSON E. CANTER
Town Justices

JACQUELINE RICCIARDI
Court Clerk

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



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?

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.):

What date did this money become due to you? _____

What is the total amount owed to you? \$ _____
