

HARRISON TOWN COURT

INSTRUCTIONS FOR FILING IN JUSTICE COURT

Mailing Address & Physical Filing Address:

Harrison Town Court | 1 Heineman Place | Harrison, NY 10528

Telephone: (914) 670-3010 | **Facsimile:** (914) 835-1262 | **No E-Mail Accepted**

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/Village of Harrison, West Harrison or Purchase, New York.

**If you reside in Harrison (which includes West Harrison and Purchase, New York),
you may sue anyone residing in Westchester County.**

3. Cost: \$20 filing fee payable by Cash (exact amount only – no change is made), Cashier's Check or Money order payable to "Harrison Town Court," or major credit card [Visa / MasterCard / American Express & Discover Card (subject to a 3.5% card "convenience" fee which neither the Town of Harrison nor the Harrison Town Court receives any portion of)].

NO PERSONAL OR BUSINESS CHECKS ACCEPTED

4. Summons and Affidavit of Service must be received by the Court Clerk's Office at least three-days prior to appearance date noted on the Summons.
5. Summons must be served by an individual not a party to the action.
6. **The Court cannot provide any guidance as to the drafting of the Summons nor can the Court provide instructions on service of the Summons. These questions involve matters of law and the Court Clerk's Office cannot provide legal advice. **

