

**STATE OF NEW YORK : COUNTY OF ROCKLAND
JUSTICE COURT : TOWN OF RAMAPO : SMALL CLAIMS PART**

NOTICE TO DEFENDANT (please write legibly):

Docket No. _____

To: _____

Defendant's Phone No. _____

PLEASE TAKE NOTICE THAT _____, PLAINTIFF, requests judgment in this Court against you for \$ _____, together with costs, upon the following claim _____.

In agreement with which the Plaintiff hereby signs and demands Judgment.

Plaintiff Signature

Address

Phone Number

There will be a hearing before the Court upon this claim on _____ at _____ o'clock AM/PM in the small claims part held at the Town of Ramapo Justice Court, located at 237 Route 59, Suffern, NY 10901.

YOU MUST APPEAR, and present your defense and any counterclaim you may wish to assert at the hearing at the time and place set forth above (a corporation must be represented by an authorized officer or employee of the corporation, or by an attorney.) **IF YOU DO NOT APPEAR, A JUDGMENT WILL BE ENTERED AGAINST YOU BY DEFAULT EVEN THOUGH YOU MAY HAVE A VALID DEFENSE.** If your defense or counterclaim, if any, is supported by witnesses, account books, receipts or other documents, you must produce them at the hearing. The Clerk, if requested, will issue subpoenas for witnesses, at no additional cost.

If you wish to present a counterclaim against the claimant, you must do so by filing with the Clerk of the Court a statement containing such counterclaim within five days of receiving this notice of claim. At the time of such filing you must pay the Clerk a \$3.00 filing fee, plus the cost of one postage stamp, to send your counterclaim by first class mail to the claimant. If you fail to file a counterclaim within the five day period, you retain the right to file the counterclaim until the time of the hearing, but the claimant may request and obtain an adjournment of the hearing to a later date. A counter claim cannot exceed \$3000.00 and must be for money damages only.

If you admit the claim, but need time to pay, you must still appear on the day set for the hearing, and state to the Court your reasons for needing time to make payment.

Dated: _____, Court Clerk

NOTE: If you, the defendant, desire a jury trial, you must, before the day set for the hearing, file with the Clerk of the Court a written demand for a trial by jury. You must also pay to the Clerk of the Court a jury fee of \$10.00 and file an undertaking in the sum of \$50.00 or deposit such sum in cash to secure the payment of costs that may be awarded against you. You will also be required to make an affidavit specifying the issues of fact which you desire to have tried by jury stating that such trial is desired and demand in good faith. Under the law, the Court may award \$25.00 additional costs to the plaintiff if a trial by jury is demanded by you and a decision is rendered against you.

A guide to Small Claims Court may be found at nycourts.gov/courthelp//pdfs/SmallClaimsHandbook.pdf

I HAVE READ THE GUIDE _____ (Initials)

BRING THIS NOTICE WITH YOU TO COURT