

SMALL CLAIMS:

Small Claims matters are lawsuits where the Plaintiff is seeking money damages in an amount up to \$3,000.00.

The Town of Ramapo Justice Court hears Small Claims matters on the Civil court dates listed above.

Information and guidelines for Small Claims matters can be found at nycourts.gov/courthelp//pdfs/SmallClaimsHandbook.pdf.

If you would like to start a Small Claims matter, you must complete the Complaint Form and Small Claims Information Form. Information about next steps are contained on the Small Claims Information Form.

Please call the Justice Court at 845-357-5100 x245 with any questions. **TOWN OF RAMAPO JUSTICE COURT**

SMALL CLAIMS INFORMATION SHEET

Plaintiff:	Defendant:
NAME_____	NAME_____
ADDRESS_____	ADDRESS_____
PHONE_____	PHONE_____

Please fill out the requested information above and complete the Small Claims Complaint Form attached. Do not insert a court date or a docket number on the Complaint form. Once these forms are received, the Clerk will contact you and advise you of the Court date.

Forms may be dropped off at the Ramapo Justice Court, 237 Route 59, Suffern, NY 10901, mailed to the same address, or emailed to court@ramapo.org

After receiving a court date, you must pay the appropriate filing fee.

There is a \$10.00 Filing Fee for Claims up to \$1,000.00

There is a \$15.00 Filing Fee for Claims between \$1000.00 and \$3,000.00

Payment may be made by credit card by calling 1-888-604-7888 or online at www.govpaynow.com. There is a 2.75% service fee.

Payment may be made by mail by mailing a money order to the Ramapo Justice Court, 237 Route 59, Suffern, NY 10901.

Payment may be made at the Justice Court window by, cash, money order or credit card. There is a 2.99% service fee to use a credit card at the Justice Court window.

The Small Claims case will not be processed unless payment has been received.

This form, and the accompanying Small Claims Complaint form, are to be used by individuals wishing to sue a defendant who lives, works or has a place of business in the Town of Ramapo. Corporations, LLC's, Associations and assignees cannot sue in Small Claims Court.

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

Please call the Clerk's Office at 845-357-5100 x245 with any questions.