



TOWN OF HORSEHEADS NEW YORK

150 WYGANT ROAD

HORSEHEADS, New York 14845

Office: (607) 739-2113 • Fax: (607) 240-5553

Email: Horseheadstowncourt@nycourts.gov

R. Craig Banfield
Town Justice

Samantha Jochem
Court Clerk

Sydney Bunnell
Deputy Court Clerk

SMALL CLAIMS INFORMATION

Filing Date: _____

Name and address of Plaintiff: _____

_____ Phone: _____

Name and address of Defendant: _____

_____ Phone: _____

Amount you are suing for: _____

Reason for suit: _____

_____ Date of incident: _____

Cost of small claims action: \$10.00 for suits of \$1,000.00 or less

\$15.00 for suits of above \$1,000.00 to the \$3,000.00 limit.

NO PERSONAL CHECKS ACCEPTED.

CERTIFIED CHECK, MONEY ORDER OR CASH ONLY

COURT USE ONLY

DATE OF HEARING: _____

TIME OF HEARING: _____

FILING FEE PAID: _____

RECEIPT NUMBER: _____