

JUSTICE COURT TOWN OF CLARKSON COUNTY OF MONROE
SMALL CLAIMS PART

TO: _____, Defendant

Take Notice that _____, Plaintiff

asks judgment in this Court against you for \$ _____ together with costs, \$ _____ upon the following claim:

There will be a hearing before the Court upon this claim on Monday, _____ at _____ o'clock A.M. / P.M. in the Small Claims Part held at 3655 Lake Rd., Clarkson, N.Y. 14430

You must appear and present your defense and any counterclaim you may desire to assert at the hearing at the time and place set forth (a corporation must be represented by an attorney or any authorized officer, director or employee). **IF YOU DO NOT APPEAR, 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, without fee thereof.

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(5) days of receiving this notice of claim. At the time of such filing you must pay the Clerk a filing fee of \$3.00 plus the cost of postage to send your counterclaim by first class mail to the claimant. If you fail to file a counterclaim within this 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.

If you admit the claim, but desire time to pay, you must appear personally on the day set for the hearing and state to the Court your reasons for desiring time to pay.

Dated: _____

Plaintiff: _____

Clerk

NOTE: If you desire a jury trial, you must, before the day upon which you have been notified to appear, file with the Clerk of the Court, a written demand for a trial by jury. You must also pay to the Clerk a Jury fee of \$10 and file an undertaking in the sum of \$50 or deposit such sum in cash to secure the payment of any 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 a jury and stating that such trial is desired and demanded in good faith,

Under the law, the Court may award \$25 additional costs to the plaintiff if a jury trial is demanded by you and a decision is rendered against you.

TOWN COURT, TOWN OF CLARKSON
SMALL CLAIMS PART

JUDGE'S NOTES:

PLAINTIFF

VS.

DEFENDANT

Jugement rendered in favor

of () Plaintiff
 () Defendant
after () Default
 () Trial

Amount \$ _____

Costs \$ _____

Total \$ _____

Dated: \$ _____

Signature of Judge:
