

PARMA TOWN COURT

1300 Hilton Parma Corners Rd, Hilton, NY 14468
(585)392-9470 Phone (585)371-3975 Fax
ParmaTownCourt@nycourts.gov

SMALL CLAIMS FORM Town of Parma, County of Monroe, State of New York

Court hearing is set for Thursday at 6:00PM on _____.

PLEASE PRINT

PLAINTIFF/CLAIMANT:

Name: _____

Address: _____

Phone: _____ E-mail: _____

DEFENDANT:

Name: _____

Address: _____

Phone: _____ E-mail: _____

AMOUNT OF CLAIM: \$ _____ + Court filing fee \$ _____

DATE CLAIM AROSE: _____

Explanation and details of claim: _____

Affirmed under penalty of perjury: _____ Date: _____

Plaintiff Signature

Filing Fee: \$10.00 for claims \$0 - \$1,000

\$15.00 for claims \$1,001-\$3,000 (Maximum)

*Cash, credit card, money order/bank checks accepted. Personal checks are not accepted.

Filing a small claim in the Parma Town Court:

The Defendant must live, work, or have a place of business in the Town of Parma.

Corporations, partnerships, LLCs, and/or assignees may not file an action in Small Claims Court.

You must provide the Court with complete mailing addresses – P.O. Boxes will not be accepted.

Any supporting documents, receipts, witnesses, or other proof to establish the claim must be produced at the hearing.

See the Small Claims Handbook for more information: <https://www.nycourts.gov/courthelp/pdfs/SmallClaimsHandbook.pdf>