

**TOWN OF WILLSBORO  
JUSTICE COURT  
5 Farrell Rd., Willsboro, NY 12996  
Tel: (518) 963-4014 Fax: (518) 963-7069**

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Hon. Gregg S. Dickerson  
Hon. Jessie C. Morgan

E-mail: [willsborotowncourt@gmail.com](mailto:willsborotowncourt@gmail.com)  
Court: Thursdays @ 5:00 p.m.

**Application for Small Claims Action**

Date: \_\_\_\_\_

Filing Fees:

Over \$1000 - \$15.00

\$1000 and Less - \$10.00

Plaintiff: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Defendant: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Total Amount of Claim (Do not include filing fee): \_\_\_\_\_

Nature of Claim:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Note: The Defendant's address must be complete. Claims are sent by certified mail and require an exact mailing address. If you do not know the address, please attempt to find it and file it at that time. Personal checks are not accepted; only cash, money orders or certified checks.

Corporations, partnerships, associations or assignees can not sue in small claims court.

For office use only: Date: \_\_\_\_\_