

# TOWN OF WILLSBORO

## JUSTICE COURT

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5 Farrell Road Willsboro, NY 12996

Tel. (518) 963-4014 Fax (518) 963-7069

*Hon. Jessie Morgan*

E-mail [willsborotowncourt@gmail.com](mailto:willsborotowncourt@gmail.com)

*Hon. Gregg S. Dickerson*

Court Thursdays

### **Re: Small Claims Trials:**

It is important that you are prepared when you appear for your **Small Claims Trial**.

### **Preparing For Trial:**

Before Trial, you should gather all the evidence necessary to prove your claim or your defense. Anything that will help prove the facts in dispute should be brought to court. This includes photographs, written agreements, an itemized bill or invoice that is receipted or marked "PAID", written estimates of the cost of services or repairs, a receipt for the purchase of an item or the payment of a debt, cancelled checks, and correspondence. If you rely on estimates, two different written, itemized estimates of the cost of service or repairs are required. If possible, merchandise that is in dispute should be brought to court.

Testimony, including your own, is evidence. Any witness, whose testimony is important to your case, may testify. This can be a person who witnessed your transaction or someone whose special knowledge and experience make him or her an expert on the cost of the service or repairs that were provided or may be required.

A booklet "A Guide to Small Claims Court" is available at the Willsboro Town Hall during Justice Court hours.



# TOWN OF WILLSBORO

*Hon. Jessie Morgan Justice*

*Hon. Gregg S. Dickerson Justice*

## Application for Small Claims Action

Date \_\_\_\_\_

### Filing Fees

Over \$1,000-\$15.00

\$1,000 and Less- \$10.00

Plaintiff Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Defendant Name \_\_\_\_\_ 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, Corporation, Partnerships, associations or assignees cannot sue in small claims court.

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