

BATAVIA TOWN COURT
3833 WEST MAIN STREET ROAD
BATAVIA, NY 14020

PHONE: 585-343-1729 ext 216
FAX: 585-343-8461
Email: Court@townofbatavia.com

SMALL CLAIMS INFORMATION

An Individual may sue another individual residing in the Town of Batavia or a business located in the Town of Batavia.

Please make sure that the individual/business you wish to sue resides in the Town of Batavia. There is also a CITY of Batavia. Please research an address if you are unsure if they live in the town or the city.

You (Plaintiff) must supply the name and exact address of the defendant – a claim can not be filed without this information.

Businesses may not sue another business or individuals in a Town Justice Court. You must file this type of case in the Batavia City Court even if they are located in the Town of Batavia.

BATAVIA CITY COURT PHONE: 585-201-5764
ONE WEST MAIN STREET
BATAVIA, NY 14020

If the individual/business you are suing resides in the Town of Batavia please fill out the attached form and bring to the Court offices during filing hours (Monday-Friday 9AM-4PM).

When you return the filing application, you will need to also provide the court with a filing fee for the amount based on how much you are suing for.

Filing Fees:

If you are suing for \$1,000.00 or less : \$10.00

If you are suing for \$1,000.00 - \$3,000.00: \$15.00

****Claims higher than \$3,000.00 need to be filed at the Batavia City Court. ****

If you are the Defendant in a case already filed with this court and would like to file a counter claim there is a \$5.00 fee.

If the certified letter and first class mail notifying the defendant of the small claim action court date is returned to the court and you wish to pursue the matter further, you may contact the Genesee County Sheriff's Office to have them attempt to serve the summons but you must contact them for further information at 585-345-3000.

If you have any additional questions, please review the "A Guide to Small Claims & Commercial Small Claims" booklet provided to you.

TOWN COURT OF BATAVIA
SMALL CLAIMS APPLICATION

Please note that following before you file:

- Filing fee is \$10 for any claim \$1,000 or less and \$15 for claims more than \$1,000 (not to exceed \$3,000)
- Cash, Money Orders, Visa or MasterCard Accepted
- Filing Hours: Monday – Friday, 9:00AM to 4:00PM

Please Print or Type

Filing date: _____

Phone Number: _____

Your Name: _____

Address: _____

Name of Person(s), or Company, you are Suing: _____

Address of Person, or Company, you are Suing: _____

Amount you are Suing for: \$ _____ (Do not include court fees)

Nature of Claim (brief description):

Date the Above Happened (or approximate): _____

*If Auto Accident, Where: _____

*If for Rent Due or Security Deposit for Premises, Where: _____

APPLICANT'S SIGNATURE

DATED

I HAVE RECEIVED A COPY OF THE SMALL CLAIMS GUIDE
PLEASE INITIAL LINE _____

COURT USE ONLY

HEARING DATE: _____ TIME: _____ PRESIDING JUDGE: _____