

NEW CASTLE JUSTICE COURT  
200 S. GREELEY AVENUE  
CHAPPAQUA, NEW YORK 10514  
(914)238-7264

DOUGLAS M. KRAUS  
TOWN JUSTICE

NOAH D. SORKIN  
TOWN JUSTICE

APPLICATION FOR SMALL CLAIMS ACTION

YOUR NAME \_\_\_\_\_  
(FIRST NAME) (LAST NAME)

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NO. (DURING BUSINESS HOURS) \_\_\_\_\_

-AGAINST-

NAME OF PERSON YOU ARE SUING \_\_\_\_\_  
\_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

EXACT AMOUNT YOU ARE CLAIMING \_\_\_\_\_

BRIEF DESCRIPTION OF ACTION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FILING FEE IS \$10.00 FOR CLAIMS EQUALING \$1,000. OR LESS AND \$15.00 FOR CLAIMS EXCEEDING \$1,000. PLEASE GIVE EXACT AMOUNT IN CASH OR MONEY ORDER MADE PAYABLE TO NEW CASTLE JUSTICE COURT. VISA, MASTERCARD AND DISCOVER ACCEPTED.

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Application for Civil Actions

Your Name \_\_\_\_\_  
If suing under a business name, enter the name of the business or corporation

Address \_\_\_\_\_

Telephone No. (During business hours) \_\_\_\_\_

-Against-

Name of Person You are Suing \_\_\_\_\_

Address \_\_\_\_\_

Exact Amount You Are Claiming  
(Not to Exceed \$3,000.00) \_\_\_\_\_

Date Which You Are Claiming This Action \_\_\_\_\_

Brief Description of Action \_\_\_\_\_

Filing Fee is \$20.00 – Please give exact amount in cash or make Money Order  
payable to Justice Court of New Castle.