

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, Monroe County, New York

Court Hearing is set for Thursday at 6:00PM on _____, 20__.

PLEASE PRINT

PLAINTIFF/CLAIMANT

Name _____

Address _____

Telephone _____ Email _____

DEFENDANT

Name _____

Address _____

Telephone _____ Email _____

Amount of Claim _____ + COURT FILING FEE _____

Short explanation for reason of claim : _____

AFFIRMED UNDER PENALTY OF PERJURY: _____

DATE _____

Plaintiff Signature

Filing Fee: \$10.00 for claims \$1.00 - \$999.00

\$15.00 for claims \$1,000.00 - \$3,000.00 (Maximum)

*Cash, credit card, or certified check/money orders 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.

You must provide the Court with complete addresses.

Filing Fee must be paid at the time of filing the small claims form with the Court.

The Court will choose the hearing date; it will be set for approximately 30 days after filing small claim.

Bring any documents/proof with you to your court appearance. Any exhibits given to the court as it pertains to your case may be retained by the court. Copies are accepted. Contact the Court with a witness list if needed.

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