

## **Small Claims** **Instructions and Filing Fees**

Glenville Town Court  
18 Glenridge Road  
Glenville, NY 12302  
(518) 688-1200 x 409

1. The Plaintiff is the party initiating the claim and the Defendant is the party who is being brought to Small Claims Court.
2. For Claims up to \$1,000.00, the filing fee is **\$10.00**.
3. For Claims from \$1,000.01 to \$3,000.00, the filing fee is **\$15.00**.
4. Please make **money orders** payable to the **Glenville Town Court**.
5. On the form, please give the Court a brief, but detailed description of your claim.
6. First appearance will be returnable on **Thursday nights at 5:30 PM**.
7. Your claim will be scheduled no less than 22 days nor more than 45 days from the date of filing.
8. Please contact the Court if you have any questions regarding your Small Claim.

**STATE OF NEW YORK  
TOWN COURT**

**TOWN OF GLENVILLE  
COUNTY OF SCHENECTADY**

Date of Filing: \_\_\_\_\_

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

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

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

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

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

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

Amount of Claim: \$ \_\_\_\_\_

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**DESCRIPTION OF CLAIM**

Dated: \_\_\_\_\_ Plaintiff Signature: \_\_\_\_\_

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