



# TOWN OF FISHKILL COURT OFFICE

## Small Claims Court Worksheet

\$0.00 to \$1,000.00 = \$10.00 fee  
\$1,000.00 to \$3,000.00 = \$15.00 fee

**THE CLERKS ARE NOT PERMITTED TO HELP YOU.  
YOU MUST FOLLOW THE INSTRUCTIONS THAT  
WERE GIVEN TO YOU.**

**\*\*No personal or business checks\*\***

### Plaintiff's Information:

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

### Defendant's Information:

Name: \_\_\_\_\_

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

\_\_\_\_\_ Telephone# \_\_\_\_\_

### Claim Information:

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

Brief Reason for Claim:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*You must appear in person to file your claim\*\***

\_\_\_\_\_  
**-For Office Use Only-**

DKT# : \_\_\_\_\_ Case#: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Town of Fishkill – 807 Route 52 – Fishkill, NY 845-831-7860

**Note: Please do not e-mail the Court for information, you must call or write to the Court for further information.**