

State of New York

Town COURT

_____ COUNTY

OF _____

SMALL CLAIMS PART

No. _____

NOTICE TO DEFENDANT:

To: _____

TAKE NOTICE THAT _____ PLAINTIFF,

asks judgment in this court against you for \$ _____ together with costs,
upon the following claim:

In agreement with which the Plaintiff hereby signs and demands Judgment.

Plaintiff Signature

and Address

There will be a hearing before the Court upon this claim on _____

at _____ o'clock, _____ M., in the Small Claims Part of this Court, held at

_____. YOU MUST APPEAR to present your defense, or to present any
claim that you may have against the other party at the hearing described above. IF YOU DO NOT APPEAR IN PERSON OR
BY AN ATTORNEY, JUDGMENT WILL BE ENTERED AGAINST YOU, EVEN THOUGH YOU MAY HAVE A
DEFENSE. If your defense or counterclaim is supported by witnesses, account books, receipts or other documents, you must
bring them to the hearing.

If you admit the claim but desire time to pay, you must appear personally on the day set for the hearing, state to the
court that you require time to pay and show your reason for same.

Dated: _____ 19

Justice - Court Clerk

NOTE: If you desire a jury trial, you must, before the day set for the hearing, file with the justice or clerk of the
court a written demand for a trial by jury. You must also pay to the justice or clerk a jury fee of \$6.00 and file an under-
taking in the sum of \$50.00 or deposit such sum in cash to secure the payment of costs that may be awarded against you.
You will also be required to make an affidavit specifying the issues of fact which you desire to have tried by jury stating that
such trial is desired and demanded in good faith.

Under the law, the court may award \$25.00 additional costs to the plaintiff if a jury trial is demanded by you and a
decision is rendered against you.

Adjourn to _____, 19 _____, 19 _____, 19

BRING THIS NOTICE WITH YOU.