



NOTICE TO DEFENDANT  
SMALL CLAIMS COURT

STATE OF NEW YORK  
VILLAGE OF TUPPER LAKE

FRANKLIN COUNTY  
SMALL CLAIMS NO: \_\_\_\_\_

NOTICE TO DEFENDANT: TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAKE NOTICE THAT \_\_\_\_\_, PLAINTIFF, ASK  
JUDGMENT IN THIS COURT AGAINST YOU FOR \$ \_\_\_\_\_ TOGETHER WITH  
COST UPON THE FOLLOWING CLAIM:

IN AGREEMENT WITH WHICH THE PLAINTIFF HEREBY SIGNS AND DEMANDS JUDGMENT.

\_\_\_\_\_  
(Plaintiff Signature) (Address)

THERE WILL BE A HEARING BEFORE THIS COURT UPON THIS CLAIM ON \_\_\_\_\_  
\_\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ IN THE SMALL CLAIMS  
PART OF THIS COURT, HELD AT 53 PARK STREET, TUPPER LAKE, NEW YORK 12986.

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, RECEIPT OR OTHER DOCUMENTS, YOU MUST  
BRING THEM TO THE HEARING.

IF YOU ADMIT THE CLAIM BY DESIRE TIME TO PAY, YOU MUST APPEAR PERSONALLY ON THE DAY SET FOR THE  
HEARING, STATE TO THE COURT THAT YOU REQUEST TIME TO PAY AND SHOW YOUR REASON FOR SAME.

DATE: \_\_\_\_\_  
\_\_\_\_\_ Honorable Christopher DeLair, Village Justice

In a Town or Village Court, if your claim is \$1,000 or less, you will be required to pay a \$10 filing fee. If  
your claim is for more than \$1,000, you will be required to pay a \$15 filing fee.

The clerk will provide the date and time of the small claims hearing. The clerk will "serve" the notice of  
claim by certified mail to the defendant. The notice informs the defendant when and where.