

## **SMALL CLAIMS INFORMATION**

### **What is a small claims?**

A small claim is a claim for money only, not exceeding \$3000 at the present time, where the person you wish to sue, either lives, works or has a place of business within the town or village in which you file your claim. To use this court, the person you wish to sue has to either live, work or have a place of business in Mount Kisco.

If your claim is over \$3,000.00, contact the Office for Self Representation located in White Plains, NY at 914-824-5209.

### **How to file a small claims case:**

You must come to the Justice Court during office hours (no later than 4:00pm) to complete an application and sign the summons that will be served on the party being sued. You must give the court the exact name and mailing address/street address. A PO box is not acceptable for service.

A filing fee of \$10 dollars is required for claims in the amount of one thousand dollars or less and \$15 dollars for claims in the amount of more than one thousand dollars.

If you have any other questions regarding small claims, please contact the court office at 914-241-7033 during working hours.