

Small Claims

- Jurisdiction is determined by the residence or regular business office of the defendant.
- The defendant **MUST** live or work in the Town of Richford NY.
- Small Claims is for monetary damages up to \$3000.
- To file a Small Claims Action in the Town of Richford NY. Court you will need to file:
 - Name & Street Address of defendant (no PO Box #)
 - Brief statement of claim
 - Amount of Claim
 - Filing Fee: \$10 for Claims \$0 - \$1000, \$15 for Claims \$1001 - \$3000 (No personal checks)
- A Guide to Small Claims Booklet may be picked up at any Court