

**BALDWINSVILLE VILLAGE COURT
SMALL CLAIMS FORM**

HON. TERESA HUEGEL

HON. DAVID C. SMALLWOOD

PLAINTIFF (person or person suing)

NAME: _____

ADDRESS: _____

TELEPHONE: _____

DEFENDANT (person, company, corp. being sued. They must live or work in the Village)

NAME: _____

ADDRESS: _____

TELEPHONE: _____

Amount of claim \$ _____

(Claim must be for money only and may not exceed \$3,000.00)

STATE NATURE OF CLAIM: (The defendant owes me money because....)

EVIDENCE: At the hearing you will be expected to prove your claim and you should bring with you any evidence of debt claimed, eg.: receipts, contract, estimated bills, cancelled checks, etc.

AFFIRMATION: I affirm that the above is correct to the best of my knowledge and that

_____ Owes me \$ _____ on this date.

Dated: _____

Plaintiff: _____

(for Court use only)

Filing date: _____

Fee paid: _____

Receipt #: _____

Court Date: _____

Adjournments: _____
