

Filing Fees- Small Claims, Up to \$1,000.00 = **\$15.00** Over \$1,000.00 up to \$5,000.00 = **\$20.00**

NO PERSONAL CHECKS

NOTICE TO DEFENDANT
SMALL CLAIMS COURT

FORM NO. SC-1

STATE OF NEW YORK
CITY COURT

OSWEGO COUNTY

CITY OF OSWEGO SMALL CLAIMS PART

NO: _____

NOTICE TO DEFENDANT:

TAKE NOTICE THAT _____, PLAINTIFF asks
judgment in this court for _____ (\$ _____)
together with costs, upon the following claim:

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

Plaintiff Signature Address
Phone Number: _____

There will be a hearing before the Court upon this claim on **Wednesday**, _____
at **20 West Oneida Street, Oswego, NY 13126** at _____ o'clock, AM/PM, in the **Small Claims Part of this Court**.

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 counter claim is supported by witnesses, account books, receipts or other documents, you must bring them to the hearing. A counter claim cannot exceed \$5,000.00 and must be for money damages ONLY. A notice must be sent to the Court Clerk three (3) days prior to your hearing. Cost of a Counterclaim is \$5.00 plus First Class Postage.

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 for same.

Dated Justice - Court Clerk

A GUIDE TO SMALL CLAIMS COURT is available at the court listed above.

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 the Justice or Clerk a jury fee of \$75.00 and file an undertaking 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 the 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 decision is rendered against you.

BRING THIS NOTICE TO COURT WITH YOU