

NOTICE TO DEFENDANT
SMALL CLAIMS COURT

State of New York

ROCKLAND COUNTY

JUSTICE COURT

VILLAGE OF NYACK SMALL CLAIMS PART

No. _____

NOTICE TO DEFENDANT:

To: _____

TAKE NOTICE THAT _____ PLAINTIFF,
asks judgment in this Court against you for \$ _____ together with costs,
upon the following claim:

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

Plaintiff Signature

and Address

There will be a hearing before the Court upon this claim on **THURSDAY**, _____
at **9:30 A.M.**, in the Small Claims Part of this Court, held at **NYACK JUSTICE COURT**, 9 NORTH BROADWAY,
SECOND FLOOR, NYACK, NEW YORK 10960. **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 \$3000.00 and must be for money
damages ONLY. A notice must be sent to the Court Clerk prior to your hearing.

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 reason for same.

Dated: _____, 20 _____

Justice - Court Clerk

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 to the Justice or Clerk a jury fee of \$10.00 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 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 a decision is rendered against you.

Adjourn to _____, 20 _____, 20 _____, 20 _____

BRING THIS NOTICE WITH YOU.

AFFIDAVIT OF SERVICE ON INDIVIDUAL(S)

State of New York, County of Rockland

SS:

being duly sworn, deposes and says, that he resides at
and that on the _____ day of _____, 20__ ,

at No. _____, he served the within Notice on the defendant(s) therein
named, by delivering to and leaving a true copy of each thereof with said defendant(s) personally; deponent knew the said
person(s) so served as aforesaid to be the same person(s) mentioned and described in said notice as the defendant(s) therein;
deponent is over eighteen years of age and not a party to this action.

AFFIDAVIT OF SERVICE ON A CORPORATION

State of New York, County of Rockland

SS:

being duly sworn, deposes and says, that he resides at
and that on the _____ day of _____, 20__ ,

at No. _____, he served the within Notice on
a _____ Corporation, the defendant therein named by delivering to and leaving a true copy
of each thereof personally with _____ an officer of said
corporation, to wit, its deponent knew said corporation so served as aforesaid to be the same corporation mentioned and
described in said notice as the defendant therein, and knew said
to be an officer thereof at that time; deponent is over eighteen years of age and not a party to this action.

I asked the defendant whether defendant was in active military service of the United States or the State of New York
in any capacity whatever. Defendant told me defendant was not. Defendant wore ordinary civilian clothes and no military
uniform. The source of my information and the grounds of my belief are the conversations and oversations as narrated.

Upon information and belief I aver that the defendant is not in the military service of New York State of of the United
States as that term is defined in either the State of in the Federal statutes.

The person so served was male / female

Color of skin _____

Approximate weight _____ Pounds

Hair Color _____

Approximate height _____ ft _____ in.

Approximate age _____

Sworn to me this _____ day of _____ 20__

Notary Public - Justice

STATE OF NEW YORK

Rockland County
Justice Court
of Village of Nyack

PLAINTIFF

against

DEFENDANT

Notice To Defendant
Small Claims Court

Filed this _____ day
of _____, 20__ .

Judge - Justice