

BATAVIA TOWN COURT  
3833 WEST MAIN ST. ROAD  
BATAVIA, NY 14020

Phone: 585-343-1729 Ext 216  
Fax: 585-343-8998  
[Email: court@townofbatavia.com](mailto:court@townofbatavia.com)

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#### Small Claims Information

An individual may sue another individual residing in the Town of Batavia or a business located in the Town of Batavia.

Please make sure that the individual/business you wish to sue, resides in the Town of Batavia. There is also a City of Batavia. Please research an address if you are unsure if they live in the town or the city.

You (Plaintiff) must supply the name and exact address of the defendant.

Businesses may not sue other businesses or individuals in the Town of Batavia. You must file this type of case in the Batavia City Court even if they are located in the Town of Batavia.

Batavia City Court                      Phone: 585-344-2550 Ext.2417  
One West Main St.  
Batavia, NY 14020

If the individual/business you are suing resides in the Town of Batavia, please fill out the attached form and bring to the Court during Office Window Hours (Monday – Friday, 9-4) to file your small claims case.

When you return the attached form and the correct fee, we will be able to process your claim and set a court date. Small Claims Hearings are scheduled 4-6 weeks from the date of filing.

#### **Fees to File Your Case in the Court**

If you are suing for \$1,000 or less: \$10

A person may only sue up to \$3,000  
when filing in a Town or Village  
Court.

If you are suing for more than \$1,000: \$15

If you are the Defendant in a case already filed with this Court and would like to file a counter claim, the fee is \$5.

If the certified letter and first class mail are returned to the Court and you wish to pursue the matter further, you will have to either provide the Court with a new mailing address or you may have the Genesee County Sheriff's Office attempt to serve the summons but you must contact them for further information at 585-345-3000.

We have also provided you with a small claims booklet called "A Guide to Small Claims in the NYS, Town and Village Courts." This booklet explains Small Claims cases more in-depth and will help you through the process.

Please feel free to call the Court at the number above with any questions you may have.

TOWN COURT OF BATAVIA  
SMALL CLAIMS APPLICATION

**Please note that following before you file:**

- Filing fee is \$10 for any claim \$1,000 or less and \$15 for claims more than \$1,000 (not to exceed \$3,000)
- Cash, Money Orders, Visa or MasterCard Accepted
- Filing Hours: Monday – Friday, 9:00AM to 4:00PM

Please Print or Type

Filing date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person(s), or Company, you are Suing: \_\_\_\_\_

Address of Person, or Company, you are Suing: \_\_\_\_\_

\_\_\_\_\_

Amount you are Suing for: \$ \_\_\_\_\_ (Do not include court fees)

Nature of Claim (brief description):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date the Above Happened (or approximate): \_\_\_\_\_

\*If Auto Accident, Where: \_\_\_\_\_

\*If for Rent Due or Security Deposit for Premises, Where: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATED

I HAVE RECEIVED A COPY OF THE SMALL CLAIMS GUIDE  
PLEASE INITIAL LINE \_\_\_\_\_

<i>COURT USE ONLY</i>		
HEARING DATE: _____	TIME: _____	PRESIDING JUDGE: _____

# AUTHORIZATION

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I, \_\_\_\_\_, authorize that the Batavia Town Court located at 3833 West Main St. Rd in Batavia NY can charge the Visa/MasterCard Credit Card number listed below for the amount of \_\_\_\_\_ for my small claims case filed with the court.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Print Name

CREDIT CARD:      VISA      MASTERCARD

\*EXP DATE \_\_\_\_\_

\* 3 DIGIT CODE \_\_\_\_\_  
(located on the back of your card)

CARD NUMBER \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AS IT APPEARS ON CARD

\_\_\_\_\_  
SIGNATURE AS IT APPEARS ON CARD