

Westfield Town Court

23 Elm Street

Westfield, NY 14787

Phone: (716) 326-6255 Fax: (716) 280-6489

Hon. Jerry A. LaPorte

Hon. James J. Spann, Jr.

COMPLETE THIS FORM TO FILE A SMALL CLAIMS ACTION

To file a small claims case in the Town of Westfield Justice Court one of the following must apply:

1. Respondent must reside in the Town of Westfield
2. Respondent must be employed within the Town of Westfield
3. Respondent must have a place of business within the Town of Westfield

Filing fees: A filing fee of \$10 is required for a claim up to \$1,000

A filing fee of \$15 is required for a claim over \$1,000 but not exceeding \$3,000

Small claims are for MONEY damages ONLY. There are no awards for emotional distress, pain and/or suffering. One cannot recover more than \$3,000 in a small claims action in a local court.

Once the claim is filed a court date will be scheduled not less than 22 days or more than 45 days from the date of filing. All parties will be notified in writing.

Please complete the following:

Date of Filing: _____

COMPLAINANT: _____

RESPONDENT: _____

(your name)

Mailing address: _____

Mailing address: _____

Phone: _____

Total amount suing for: \$_____

In as much detail as possible itemize below or on a separate piece of paper how you arrived at the total amount.

1. _____

\$ _____

2. _____

\$ _____

3. _____

\$ _____

Total from above \$_____ PLUS FILING FEE

TOTAL AMOUNT \$ _____