

**INSTRUCTIONS FOR FILING SMALL CLAIMS ACTIONS IN
THE BEDFORD TOWN COURT**

Small Claims Applications Must Comply With the Following Guidelines:

1. You must be suing as an individual (not as a corporate entity).
2. Action cannot exceed \$3,000.
3. THE PARTY YOU WISH TO SUE must reside OR have a place of business in the Towns of Bedford, Bedford Hills or Katonah.
4. Filing Fees payable by cash (exact amount only), Visa / MasterCard / Money Order or Cashier's Check only – NO PERSONAL OR BUSINESS CHECKS
 - a. For claims up to \$1,000, a \$10 filing fee is due.
 - b. For claims between \$1,001 and \$3,000, a \$15 filing fee is due.
5. Adjournment Procedures:
 - a. Defendant (person you are suing) is entitled to the first adjournment upon notice to you.

**TOWN OF BEDFORD
COURT**

Town Justices
Erik P. Jacobsen
David A. Menken
Virginia C. Collins



Court Clerks
Diane Georgio
Maria De Lourdes Valdes

APPLICATION FOR SMALL CLAIMS COURT ACTION

Plaintiff Information (Person filing the suit)

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<hr/>	<hr/>
Last Name, First Name	Street Address
<hr/>	<hr/>
	Town, State & Zip Code
	<hr/>
	Daytime Phone Number
	<hr/>

Defendant Information (Person you wish to sue)

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<hr/>	<hr/>
Last Name, First Name	Street Address
<hr/>	<hr/>
	Town, State & Zip Code
	<hr/>
	Daytime Phone Number
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Why are you suing?

Briefly state the reason this money is due to you (e.g., auto accident damages, rental security deposit not returned, services rendered, goods sold, etc.):

What date did this money become due to you? _____

What is the total amount owed to you? _____

\$ _____