

TOWN OF TONAWANDA JUSTICE COURT
1835 SHERIDAN DR
BUFFALO, NY 14223

PROCEDURES FOR FILING A CLAIM IN SMALL CLAIMS COURT

To file a Small Claim, the Defendant (person you are suing) must either reside or have a place of business within the Town of Tonawanda.

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

If your claim is against a business, YOU MUST KNOW if it is incorporated. If it is you will sue in the name of the corporation. If the business is not incorporated, then you will need the owner's name and address. If you are unsure you may find out by checking assumed names in the Erie County Clerk's Office, Erie County Hall, 25 Delaware Ave, Buffalo, New York.

The filing fee is \$10.00 for each claim \$1,000.00 or less and \$15.00 for each claim over \$1,000.00. You will be given a date when your claim will be heard. This date will be approximately 30 to 45 days after filing. **ALL FILING FEES AND UNDERTAKING FEES ARE NON-REFUNDABLE.**

The Defendant is sent a summons by the Court Clerk through certified mail and regular 1st class mail directing them to appear at the hearing.

COPRORATIONS, PARTNERSHIPS OR ASSIGNEES MAY NOT INITIATE CLAIMS