



TOWN COURT OF CAIRO  
PO Box 755  
Cairo, NY 12413

Town Justice  
Honorable Tanja Sirago

Town Justice  
Honorable Leland E. Miller

CHECKLIST FOR EVICTION - NON-PAYMENT

- THREE DAY NOTICE (MUST GIVE TENANT A FULL 72 HOURS TO MAKE PAYMENT).
- PROOF OF SERVICE OF THE THREE DAY NOTICE FOR EACH TENANT BEING EVICTED.
- FILE COPIES OF THREE DAY NOTICE, ALONG WITH PROOF OF SERVICE WITH THE COURT.
- FILL OUT FORMS: NOTICE OF PETITION -AND- PETITION TO RECOVER POSSESSION OF REAL PROPERTY (THESE ARE PROVIDED BY THE COURT).
- PAY \$20.00 FILING FEE WITH THE COURT (MONEY ORDER, EXACT CASH, VISA, and MASTERCARD. NO PERSONAL CHECKS) - THIS IS WHEN YOU RECEIVE YOUR COURT DATE WHICH IS GIVEN TO YOU BY THE COURT CLERK.
- SERVE THE NOTICE OF PETITION - AND - THE PETITION TO RECOVER POSSESSION OF REAL PROPERTY (THIS MUST BE DONE 5 DAYS PRIOR TO YOUR SCHEDULED COURT DATE AND NO MORE THAN 12 DAYS PRIOR TO YOUR SCHEDULED COURT DATE) THIS PAPERWORK CANNOT BE SERVED BY THE LANDLORD HOWEVER THEY CAN BE SERVED BY THE GREENE COUNTY SHERIFF'S OFFICE (located at 80 Bridge Street in Catskill, NY 12414) OR BY A PROCESS SERVER.
- PROOF OF SERVICE OF THIS PAPERWORK IS DUE BEFORE YOUR CASE IS HEARD.

PO Box 755, Cairo, NY 12413  
Court Clerk: 5186223388 ext 251 Fax: 5186220172