

FREQUENTLY ASKED QUESTIONS

How do I handle a Traffic Summons?

Answer your summons either by mail or in person ON or BEFORE the summons date. Fill out all required information on the right-hand side of the summons.

Enter your plea of guilty or not guilty in the appropriate box and mail it back to:

Cairo Town Court
PO Box 755
Cairo, New York 12413

If you plead guilty you will receive a fine notice with the amount due and due date along with a list of acceptable forms of payment. Absolutely NO PERSONAL OR BUSINESS CHECKS will be accepted.

If you plead not guilty you will receive a notice with a pre-trial conference date. This will be your opportunity to have a conference with either the Assistant District Attorney or officer who issued the Uniform Traffic Ticket. Requests for adjournments will not be considered within seven days of the scheduled court date, and no adjournments will be granted without good cause and/or documentation, at the discretion of the Town Justice.

How do I address a suspension of my driving privileges?

If you received a notice from the New York State Department of Motor Vehicles notifying you of a suspension of your driving privileges, you should call the court office at (518) 622-3388 ext. 251, and a court clerk will notify you of the steps you will need to take to clear the suspension. A fee of \$70.00 is assessed by the New York State Department of Motor Vehicles for each suspension on your license, and the fee is collected by the Court. Any administrative suspensions of your driving privileges must be cleared directly through the Department of Motor Vehicles. If you are in doubt as to the status of any tickets and/or suspensions on your license, you may contact any New York State Department of Motor Vehicles office and obtain a copy of your New York State Driver's Abstract.

How do I file a civil action?

All necessary forms to file a civil action in the Cairo Town Court may be accessed on the town website. Court personnel are prohibited from providing paperwork or legal advice, and may not assist litigants in the preparation or filing of paperwork.

SMALL CLAIMS

A Small Claim action may be brought for any amount up to and including \$3,000. The Defendant must reside in, pay taxes in or have a place of business in the Town of Cairo. Claims must be filed in person with a court clerk between the hours of 9:00 a.m. and 2:00 p.m. during normal business hours along with the filing fee. The application may be found through the link entitled "Small Claims Application." No filings will be accepted and/or processed during court sessions. Upon filing, a court date will be mailed to both the Plaintiff and the Defendant via First Class Mail. In addition, the court date will be mailed to the Defendant via Certified Mail. If both the Certified Mail **and** First Class Mail sent to the Defendant are returned to the Court, it will become the responsibility of the Plaintiff to have the Defendant personally served with the court notice. Litigants should review "*A Guide to Small Claims in the NYS City, Town and Village Courts*" which can be obtained at the court office during normal business hours or located through the link entitled "Small Claims Handbook."

The Small Claims fee schedule is as follows:

\$10.00 for claims up to and including \$1,000

\$15.00 for claims up to and including \$3,000

* Exact cash, money orders, bank checks and credit or debit cards are accepted. There is a 3.5% convenience fee assessed on credit or debit card payments. **NO personal or business checks will be accepted.**

EVICCTIONS/SUMMARY PROCEEDINGS

Individuals filing or defending an eviction can find the necessary paperwork and instructions through following links on this website:

"Landlord's Guide to Summary Proceedings"

"Tenant's Guide to Summary Proceedings"

"Eviction Forms for Non-Payment"

"Checklist for Evictions"

"Affidavit of Service"

Court personnel MAY NOT assist landlords or tenants in the preparation of documents, nor advise as to the correct methods of filing a landlord-tenant matter. There is a fee of \$20.00 for each summary proceeding filing which must be paid at the time of filing. Exact cash, money order, bank check or a credit or debit card are acceptable forms of payment. **NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.** No filings will be accepted and/or processed during court sessions. Court personnel are not permitted to supply any of the

necessary forms for filing. The necessary forms may be found on this website at the links listed above. Additionally, the New York State Unified Court System provides a free do-it-yourself online service that provides instructions and forms based on your answers to questions asked by the program. This information can be accessed at www.nycourthelp.gov