

## Frequently Asked Questions

### How do I handle a Traffic Summons?

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

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

Cairo Town Court  
P.O Box 755  
Cairo, NY 12413

Depending on your plea; **Not Guilty** you will receive a notice with your Pre-Trial Conference date; **Guilty** you will receive a fine letter with the amount to pay. Acceptable forms of payment are certified checks, money order, exact cash, or credit card. Absolutely **NO** personal checks.

Requests for adjournment must be received at least seven days prior to the court date.

### Suspension Notices:

If you received a notice from New York State DMV, you will need to bring that form to the court office or with you on your court date. A suspension lift fee will need to be paid to lift any suspension(s).

### Small Claims Actions & Civil Suits:

Small Claims must be for \$3,000 or less. 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 the Court Clerk during business hours. A Court date will be mailed to Respondent and Claimant via regular mail. In addition to the regular mail, the Respondent will also be sent certified mail. If the certified mail and regular mail are returned back to the court it is the responsibility of the Claimant to have the Respondent served.

**\$10.00 for claim up to \$1,000**

**\$15.00 for claims ranging from \$1,001 - \$3,000**

For Filing an Eviction you can find the paperwork on the town website under “Landlord’s Guide Summary Proceeding”. Also refer to the “Checklist for Eviction”.

**\$20.00 filing fee**