

**If you are filing a SMALL CLAIM case in the Town of Cairo you will need to do the following:**

Go online to: [WWW.TOWNOFCAIRO.COM](http://WWW.TOWNOFCAIRO.COM)

- Click on **GOVERNMENT AND SERVICES**
- Click on **DEPARTMENTS**
- Click on **TOWN COURT**
- Look under **IMPORTANT LINKS**
- Review, download and print the necessary forms
  - **SMALL CLAIMS QUICK CHECK**
  - **SMALL CLAIMS APPLICATION**
  - **SMALL CLAIMS HANDBOOK**

You should download and read the Small Claims Handbook to be sure your filing will be proper, but please note these brief points before filing your claim:

- The amount you are asking for is \$3,000.00 or less
- The person your claim is against resides or pays taxes or is employed in the Town of Cairo
- The business your claim is against has its headquarters in the Town of Cairo

After you've completed the required paperwork bring it to the Town of Cairo Court located at 512 Main Street, Cairo, New York between the hours of 9:00AM and 2:00 p.m. along with the appropriate filing fee according to the amount of your claim. **NO FILINGS WILL BE ACCEPTED DURING COURT SESSIONS.**

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

**COURT STAFF IS PROHIBITED FROM PROVIDING LEGAL ADVICE TO ANY LITIGANT. THEREFORE, YOU MUST HAVE YOUR PAPERWORK PREPARED PRIOR TO COMING IN TO FILE.**