

If you are filing an **EVICTION OR SUMMARY PROCEEDING** 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
  - **EVICTION/SUMMARY PROCEEDING INFORMATION**
  - **LANDLORD'S GUIDE TO NON-PAYMENT SUMMARY PROCEEDINGS**
  - **LANDLORD'S GUIDE TO NON-PAYMENT FORMS PACKET**
  - **LANDLORD'S GUIDE TO HOLDOVER SUMMARY PROCEEDINGS**
  - **LANDLORD'S GUIDE TO HOLDOVER FORMS PACKET**

\* You may also go online to: [www.nycourthelp.gov](http://www.nycourthelp.gov) for fillable DIY forms

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 9:00 AM and 2:00 PM during normal business hours along with your filing fee in the amount of \$20.00. **FILINGS MUST BE MADE IN PERSON AND NO FILINGS WILL BE ACCEPTED DURING COURT SESSIONS.**

Exact cash, money orders, bank checks and credit or debit cards are accepted. There is a 2.99% convenience fee assessed on credit or debit card payments. **NO personal or business checks will be accepted.**

**\*\*PLEASE NOTE: COURT STAFF ARE PROHIBITED FROM PROVIDING LEGAL ADVICE OR DOCUMENTS TO ANY LITIGANT OR ASSISTING IN THE PREPARATION OF NECESSARY DOCUMENTS. THEREFORE, YOU MUST HAVE YOUR PAPERWORK PREPARED PRIOR TO COMING IN TO FILE.**