

**PARMA TOWN COURT**  
**1300 HILTON PARMA CORNERS RD**  
**HILTON NY 14468**

585-392-9470 PHONE 585-371-3975 FAX  
[courtclerk@parmany.org](mailto:courtclerk@parmany.org)

**SMALL CLAIMS FORM** Town of Parma, Monroe County, New York

**Court Hearing is set for Thursday at 6:00PM on \_\_\_\_\_, 2021**

PLEASE PRINT

PLAINTIFF/CLAIMANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

DEFENDANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Amount of Claim \_\_\_\_\_ + COURT FILING FEE ( \$10 or \$15 )**

Short Explanation For Reason OF CLAIM: \_\_\_\_\_

**AFFIRMED UNDER PENALTY OF PERJURY:** \_\_\_\_\_

**DATE** \_\_\_\_\_

Plaintiff Signature

Filing Fee \$10.00 for claims \$1.00 - \$999.00  
\$15.00 for claims \$1,000.00 - \$3,000.00 Maximum

Filing a small claim in the Town of Parma Court:

The Defendant must live or have a place of business in the town of Parma for Parma Town Court to have jurisdiction.

You must provide the court with complete addresses.

Filing Fee must be paid at the time of filing the small claims form with the court.

Court dates will be approximately 30 days after filing small claim.

Bring any Documents, Proof with you to your court appearance. Any exhibits given to the court as it pertains to your case may be retained by the court. Copies are accepted. Contact the Court with a witness list if needed.

Please see Small Claims PDF for more information. <https://www.nycourts.gov/courthelp/pdfs/SmallClaimsHandbook.pdf>