

Town of Amsterdam Court  
283 Mannys Corners Rd  
Amsterdam, NY 12010

Office Hours: Mon-Fri 8:30am-12:30pm  
P (518) 842-7411  
F (518) 843-6934

## Small Claims

In order to file a small claim in our Court, the person or business whom you are filing against must reside in the Town of Amsterdam. The address you provide the court must be one that is located within the Town of Amsterdam and can not be a PO Box. The court cannot look up the address for you.

The amount of your claim can not exceed \$3000. If your claim does exceed \$3000 you may file in Montgomery County Court. The filing fee for a small claim for \$1000 or less is \$10. The filing fee for a claim of \$1001-\$3000 is \$15. Fees can be paid during office hours by cash, money order, certified bank check or credit card (Mastercard or Visa), a 2.99% credit card fee will apply.

You may file the paperwork for a small claim during office hours. The Plaintiff is the party initiating the claim. The defendant is the party being brought to small claims court.

You may download a small claims form from the main menu.

To Download the NYS Town and Village Guide to Small Claims, you may visit:

<https://www.nycourts.gov/courthelp/pdfs/smallclaimshandbook.pdf>

## Evictions

The fee to file an Eviction in the Town of Amsterdam Court is \$20. The property the landlord is seeking to evict a tenant must be an address within the Town of Amsterdam. The court can not provide any legal guidance or paperwork for evictions. The New York State DIY (Do-It-Yourself) website is available or you may seek legal counsel.

The NYS DIY Forms for Evictions can be accessed at:

<https://www.nycourts.gov/courthelp/diy/districtCityTVCourts.shtml>