

## Frequently Asked Questions

### How do I file a Small Claims suit?

Small Claims is an informal court proceeding where individuals can sue for money only.

The person being sued must live, work or have a place of business in Pleasantville.

You must have a real and correct street address. No Post Office Boxes.

The monetary limit in Village and Town Courts is \$3000. (\$5000 in Westchester City Courts)

You cannot bring more than one suit stemming from the same action in order to collect more than the statutory limit of \$3000

For claims up to \$1000- \$10 filing fee

For claims over \$1000 - \$15 filing fee

Plaintiff is the person bringing the suit; the Defendant is the person or entity being sued.

Businesses and Corporations cannot use Small Claims. (For more information consult an attorney).

You can fill out a Small Claims form ([see link to Small Claims form with check list](#)) and submit it with the proper filing fee either to the court office in person or by mail.

**PLEASE BE ADVISED THAT ALL FILINGS ARE SUBJECT TO REVIEW BY THE JUDGE FOR JURISDICTIONAL AND LEGAL PURPOSES.**

**What do I do if I received a summons for a moving violation?** (A Moving Violation is any ticket issued to the driver, passenger or pedestrian in a traffic stop by an officer)

You can enter a plea by mail by signing your name to either the “Guilty” or “Not Guilty” section on your summons. Please add any address changes or corrections.

You may appear in person in court on the return date listed on the summons or return the summons by mail before or by the return date. You may also enter a plea in person at the court office prior to your court date.

**PLEASE NOTE FOR MISDEMEANOR CHARGES (such as DWIs) OR OTHER ARRESTS YOU MUST APPEAR IN PERSON IN COURT BY THE REQUIRED APPEARANCE DATE OR A WARRANT MAY BE ISSUED FOR YOUR ARREST AND ANY BAIL POSTED FORFITED.**

If pleading Guilty, send in your guilty plea first- do not send a payment until instructed to do so. A fine notice with payment instructions will be mailed to you.

If you've entered a plea of "Not Guilty" you will be given a date to come to court for a "Pre Trial Conference" this is a brief informal meeting with The Village Prosecutor to discuss a possible reduction of the violation. The Police officer will not be present. You can still request a trial scheduled at a later date with the officer present.

**PLEASE NOTE FAILURE TO RESPOND TO A TRAFFIC SUMMONS WILL RESULT IN THE SUSPENSION OF YOUR DRIVING PRIVLEDGES.**

**How much is the fine for a moving violation?** Fine minimum and maximum amounts vary depending on the offense. The fine amounts are determined by the Judge after a review of your driving history. The fines are in addition to mandatory surcharges set by the state and cannot be waived by the court. \$93 surcharge for traffic infractions such as Speeding & Stop signs, \$63 surcharge for equipment such as headlights and \$25 surcharge for certain parking violations. (Handicap parking violations carry a \$30 surcharge)

**DO NOT ATTEMPT TO PAY A MOVING VIOLATION TICKET UNTIL YOUR GUILTY PLEA HAS BEEN ENTERED BY THE COURT AND YOU RECEIVE A FINE NOTICE.**

### **What is a Supporting Deposition?**

A Supporting Deposition is a statement by the police officer that gave the ticket setting forth the facts that provide reasonable cause that the defendant committed the offense charged.

### **What do I do if I received a Parking Ticket? (Summons left on windshield of vehicle)**

You may mail in a check or money order with your ticket. Personal checks are accepted only on parking tickets not moving violations.

You may pay in person at the Court office window located on the 3<sup>rd</sup> floor of Village Hall at 80 Wheeler Av. – 8:30 am to 3:30pm.

Check, cash or credit cards accepted (a 2.99% service fee will apply for credit and debit card transactions, Master Card and Visa only)

There is an online payment option by going to [www.parkingticketpayment.com/pleasantville](http://www.parkingticketpayment.com/pleasantville) Please note there is an additional \$3.50 fee for this service.

Parking Tickets accumulate penalties beginning **30 days from the Court date** not the issue date.

### **What do I do if I lost my parking ticket?**

Call the court office and provide the license plate of the car, the Clerks will be able to locate your ticket information using the plate number.

**How do I dispute a parking ticket?**

You can appear in person before the Judge on the court date listed on your ticket. Please contact the court first if you have lost your ticket or received a delinquent notice so we may pull the record.

**My Driving license or Car registration is suspended, what do I do?**

Contact the court to review your record, different actions may be required depending on what caused the suspension. You may be required to appear in court and/or pay additional fees to remove the suspension.

PLEASE NOTE DRIVING WITH A SUSPENDED DRIVING LICENSE OR A VEHICLE WITH A SUSPENDED REGISTRATION CAN RESULT IN YOUR ARREST.

**If you have questions that are not addressed here or require more information please contact the court office at (914)769- 2027**

Please do not consider these answers as specific legal opinion or advice. The court clerks and Judges cannot give you legal advice on what legal actions you should take. You are encouraged to seek the advice of an attorney with respect to any legal matters. Any information on rules, fines and or surcharges are subject to change or increase.

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