

FREQUENTLY ASKED QUESTIONS

How do I contact the Town of Cairo Court?

Physical Address: 512 Main Street, Cairo, New York 12413 – Google Maps

Mailing Address: Po Box 755, Cairo, New York 12413

Phone: 518-622-3388 ext. 251 | Fax: 518-622-0172

Email: CairoTownCourt@nycourts.gov

** Please note: This e-mail address may **not** be utilized for purposes of adjournment requests, unsolicited requests for information or filing of any court documents. You must call the court office during business hours and speak with a court clerk**

The court office is open Monday through Friday, except for federal holidays, Election Day and scheduled training. Hours of operation are 9:00 a.m. to 3:00 p.m.,

Court is held twice a month on Tuesday at 12:00 p.m. You may still enter the building during court sessions to return pleas and make payments; however, no civil filings will be accepted.

How do I handle a Traffic Summons?

If the offense type on the front of the ticket is a Misdemeanor, you **must** appear in Court on the date written on the ticket to be arraigned before the Justice. If the offense type is a Traffic Infraction, you can plead Guilty or Not Guilty. If your mailing address changes, you **must** notify the court.

- **Guilty Plea**

Fill out PART A of the Uniform Traffic Ticket. Include your current mailing address and sign it. Return the ticket to the Court by mail, in person at the Court window or leave it in the locked drop box labelled "Court Documents Only." The Judge will assess a fine and surcharge and you will receive a fine notice in the mail with payment instructions. If your mailing address changes, you **must** notify the court.

- **Not Guilty Plea**

Fill out PART B of the Uniform Traffic Ticket, include your current mailing address and sign it. Return the ticket to the Court by mail, in person at the Court window or leave it in the locked drop box labelled "Court Documents Only." You can request a Supporting Deposition by checking the appropriate box on the back of the ticket. A Supporting Deposition will provide you with additional information regarding the basis for the ticket. A Supporting Deposition request must be timely: within 30 days of the appearance date listed on the ticket. The Court will then order the Supporting Deposition from the Officer who issued the ticket. The Officer must provide you with the Supporting Deposition.

How do I address a suspension of my driving privileges?

If you received a notice from the New York State Department of Motor Vehicles notifying you of a suspension of your driving privileges, you should call the court office at (518) 622-3388 ext. 251 and a court clerk will notify you of the steps you will need to take to clear the suspension. A fee of \$70.00 is assessed by the New York State Department of Motor Vehicles for each suspension on your license, and the fee is collected by the Court. Any administrative suspensions of your driving privileges must be cleared directly through the Department of Motor Vehicles. If you are in doubt as to the status of any tickets and/or suspensions on your license, you may contact any New York State Department of Motor Vehicles office and obtain a copy of your New York State Driver's Abstract or refer to <https://dmv.ny.gov> for further information.

What do I do if I have been charged with a criminal offense?

If you have received an appearance ticket directing that you appear in court to answer a criminal offense you must appear in-person on the date and time specified. Failure to do so may result in a Warrant being issued for your arrest. You have the right to counsel at all stages of a criminal proceeding and should contact an attorney prior to your court date.

- The Greene County Public Defender provides free legal representation for individuals charged with misdemeanor and/or felony matters based upon eligibility. You should refer to www.greenegovernment.com/departments/public-defender for application requirements or call 518-719-3220. Additionally, even if you live in a county other than Greene County, you will need to apply to the Greene County Public Defender for offenses alleged to have been committed in the Town of Cairo.

What if I need to request an adjournment?

Requests for adjournments may not be emailed to the court office or left on the voice answering system; all such requests must be made directly through a court clerk at 518-622-3388 ext. 251 during office hours. The Court will require proof of unavailability to attend a court appearance, such as a letter from a doctor, printed airline itinerary, etc. Adjournments are generally not granted due to transportation issues and/or employment and will be determined by the Town Justice on a case-by-case basis.

How do I file a Small Claim matter?

A Small Claim action may be brought for any amount up to and including \$3,000. The Defendant must reside in, pay taxes in, or have a place of business in the Town of Cairo.

The application may be found through the link entitled "Small Claims Application" and must be downloaded and fully completed prior to filing. Small Claims, along with the filing fee may be filed in person with a court clerk during normal business hours or mailed to PO Box 755, Cairo, New York 12413.

Court Personnel are not attorneys and as such are not permitted to provide you with said application or offer any assistance regarding the application process.

Upon filing, a court date will be mailed to both the Plaintiff and the Defendant via First Class Mail. In addition, the court date will be mailed to the Defendant via Certified Mail. Litigants should review "A Guide to Small Claims in the NYS City, Town and Village Courts" which can be obtained at the court office during normal business hours or located through the link entitled "Small Claims Handbook."

The Small Claim fee schedule is as follows:

\$10.00 for claims up to and including \$1,000

\$15.00 for claims of \$1,001 up to and including \$3,000;

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

How do I file an Eviction/Summary Proceeding?

Individuals filing or defending an eviction can find the necessary paperwork and instructions through following the appropriate links on the Court's webpage at www.townofcairo.com

Unrepresented landlords must appear at the court office during normal business hours to obtain a court date. After all the necessary paperwork is served you must submit the documents to the Court and pay the filing fee of \$20.00 five days prior to the court date.

Attorneys/process servers may call the court during normal business hours to obtain a court date for filing. If the court date is not provided by court staff the matter may not be heard on the date and time outlined in the Petition/Notice of Petition. Documents related to summary proceedings may not be filed with the Court via email or fax.

- Court personnel are not permitted to supply any of the necessary forms for filing. The New York State Unified Court System provides a free do-it-yourself online service that provides instructions and forms based on your answers to questions asked by the program. This information can be accessed at www.nycourthelp.gov or at the appropriate link(s) on the Court's webpage at www.townofcairo.com.
- Court personnel **MAY NOT** assist landlords or tenants in the preparation of documents, nor advise as to the correct methods of filing a landlord-tenant matter. There is a fee of \$20.00 for each summary proceeding filing which must be paid at the time of filing.

*Exact cash, money orders, bank checks and credit or debit cards are accepted. There is a convenience fee assessed on credit or debit card payments. / **NO personal or business checks will be accepted.** No filings will be accepted and/or processed during court sessions.*

How do I obtain a Certificate of Disposition?

A Certificate of Disposition is a certified court document which summarizes the outcome of a case issued by a Court Clerk or Town Justice. This document can be issued for all types of cases except for civil matters. There is a fee of \$5.00 to obtain this document from the Court which can be paid by exact cash, money order or credit or debit card. A Certificate of Disposition can be requested by any citizen however; not all cases meet the criteria for release by the Court. You should contact the court office by telephone at (518) 622-3388 ext. 251 to obtain information as to the criteria required by the Court for these types of documents. *Requests for Certificates of Disposition may not be made via email or facsimile unless by an approved agency for release.*