

TOWN OF MONROE COURT - NOTICE TO THE PUBLIC

ON A LIMITED BASIS THE TOWN OF MONROE COURT IS OPEN TO THE PUBLIC AS OF JUNE 11, 2020 **ONLY** AS FOLLOWS:

SMALL CLAIMS AND CIVIL COMPLAINTS WILL BE ACCEPTED FOR FILING BY MAIL OR IN-PERSON BY APPOINTMENT ONLY. A SMALL CLAIM OR CIVIL ACTION IS A PROCEEDING FOR THE RECOVERY OF MONEY OR PERSONAL PROPERTY WHERE THE AMOUNT SOUGHT TO BE RECOVERED OR THE VALUE OF THE PROPERTY DOES NOT EXCEED \$3000.00. IF YOU WISH TO FILE A SMALL CLAIM OR CIVIL COMPLAINT PLEASE CALL THE COURT TO MAKE AN APPOINTMENT.

SMALL CLAIMS AND REGULAR CIVIL MATTERS WILL BE SCHEDULED FOR IN-PERSON PROCEEDINGS AT THE COURT. WRITTEN REQUESTS BY ATTORNEYS AND LITIGANTS TO APPEAR VIRTUALLY WILL BE CONSIDERED. PLEASE CALL THE COURT FOR INSTRUCTIONS.

GUILTY/NOT GUILTY PLEAS TO TRAFFIC TICKETS MAY BE MAILED TO THE COURT OR BE DELIVERED IN-PERSON BY APPOINTMENT ONLY.

PAYMENTS OF TRAFFIC TICKETS MAY BE MAILED TO THE COURT, MADE IN-PERSON BY APPOINTMENT ONLY, OR BE MADE ONLINE AT GOVPAYNOW.COM.

PLEASE NOTE, **UNTIL FUTHER NOTICE:**

- THE COURT IS **NOT** ACCEPTING FILINGS TO EVICT TENANTS, TO RECOVER POSSESSION OF REAL PROPERTY OR FOR JUDGMENT FOR RENT DUE.
- UNTIL FURTHER NOTICE, THE TOWN OF MONROE COURT IS **NOT** HOLDING REGULAR COURT CALENDARS FOR TRAFFIC, CRIMINAL OR LANDLORD TENANT SUMMARY PROCEEDINGS DUE TO THE CORONAVIRUS PANDEMIC. YOU WILL BE CONTACTED WITH A NEW COURT DATE WHEN REGULAR OPERATIONS RESUME.
- THE TOWN REQUIRES THAT YOUR TEMPERATURE BE TAKEN BEFORE ENTERING THE COURT BUILDING.

THANK YOU FOR YOUR COOPERATION IN THIS EFFORT TO PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS) TO OTHERS IN THE COMMUNITY.

**TOWN OF MONROE JUSTICE COURT
17 LAKE STREET
MONROE, NY 10950
845-783-1900, OPTION #3**