New York Hearing and Collection Planner (2026)

Evidence, hearing choices, appeal clock and collection tools in one place

Fill this in before your hearing, then use Part 4 after you win. Guide: clearlegaltips.com/new-york-small-claims-court/

Part 1: Your evidence

An itemized bill marked paid, or two itemized estimates, counts as prima facie evidence of the reasonable value and necessity of repairs or services (CCA 1804).

Item	Date	Exhibit number

Total I am asking for ($): _____

How I calculated it: _____

Part 2: Witnesses and subpoenas

A party may not serve a subpoena personally unless the judge who signs it orders that. Serving at least 5 days before the hearing is generally treated as reasonable.

Witness name and what they saw: _____

Date I asked the clerk about a subpoena: _____

Part 3: Judge or arbitrator

[ ] I understand an arbitrator's decision is final and not appealable.

[ ] I understand a judge's decision can be appealed only on the ground that substantial justice has not been done.

My choice, and why: _____

Part 4: Appeal clock

An appeal as of right must be taken within thirty days after service of the judgment with written notice of its entry (CPLR 5513). The City Civil Court Act says the earliest of several dates controls. An appeal does not stop the other side from enforcing the judgment.

Date the judgment was served on me: _____

Thirty days later: _____

Part 5: Collecting

[ ] I asked the small claims clerk for an information subpoena to find the debtor's assets (CCA 1812(d)).

[ ] I considered a restraining notice (CPLR 5222) and an income execution through the sheriff (CPLR 5231: not more than ten percent of the money received, with weekly limits).

[ ] I checked whether the debt is a consumer debt owed by a natural person (interest 2 percent) or not (interest 9 percent) under CPLR 5004.

Debtor's employer or bank (if known): _____

Sheriff or marshal I contacted: _____

Treble damages are narrow: a business debtor with at least two other unsatisfied small claims judgments (CCA 1812).

INSTRUCTIONS FOR USE

This worksheet is general information, not legal advice. Check amounts and deadlines with your court clerk before you act. Full guide: clearlegaltips.com/new-york-small-claims-court/