

**NORTH GREENBUSH TOWN JUSTICE COURT  
2 Douglas St., Wynantskill, NY 12198**

**EVICTION PROCEEDINGS**

Please contact North Greenbush Town Court to secure a court date.  
Court contact information is: **Phone: (518) 283-2789 / Fax: (518) 286-2336**

**EVICTION-HOLD-DATE-NOTICE**

NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

PARTIES TO ACTION OR ATTACH CAPTION OF ACTION:

\_\_\_\_\_, Landlord/Petitioner  
-against-

\_\_\_\_\_, Tenant/Respondent

DATE OF EVICTION: \_\_\_\_\_ @ 6:00 PM

DATE: \_\_\_\_\_  
\_\_\_\_\_ Court Clerk

Written Demand for rent must be made with at least 14 days notice with Affidavit of Service.

Written Demand for nonpayment must be made by serving a Notice to Terminate with Affidavit of Service. The date when the tenant has to leave must be at least one full rental period. For example, for a month-to-month tenancy in which the tenant is given a Notice to Terminate on May 31<sup>st</sup>, the date to leave cannot be earlier than June 30th.

Service of Notice of Petition and Petition must be **no less than 10 and no more than 17 days prior to the court date.**

**Original Notice of Petition & Petition with Affidavits of Service must be filed with this court 3-5 days prior to the court date with \$20 filing fee**

For more information and forms please go to:

[www.nycourthelp.gov](http://www.nycourthelp.gov)

**Homes & Evictions (outside NYC) and follow step-by-step instructions**