

TAX APPEALS 2017

TAX APPEALS: SCARS AND CERTIORARI PROCEEDINGS CAN BE E-FILED WWW.NYCOURTS.GOV/EFILE

FOR FILING DOCUMENT IN PAPER FORM:

1. SMALL CLAIMS ASSESSMENT REVIEW (SCARS) Residential Property FORMS: <http://www.courts.state.ny.us>

FILING REQUIREMENTS:

- \$30 Filing Fee (Cash, Check or Escrow Account)
- Original Petition & 2 Copies
- Original Petition may not have any attachments
- Copies may include attachments
- Please keep original SCAR & copies together in one clip
- Maximum of 3 SCARS per check

2. TAX CERTIORARI PROCEEDINGS Commercial Property

FILING REQUIREMENTS:

Application for the INDEX # and:

- **Tax Certiorari Proceeding without an RJI:**
Original Petition & Notice of Petition
Fee is \$210
- **Tax Certiorari Proceeding with an RJI:**
Original **and** Copy of Petition & Notice of Petition
Original RJI & 2 Copies
Fee is \$305

IMPORTANT TIPS

In an effort to better serve our customers during this very busy season:

- **You may submit up to three cases only per check!
Our office will only stamp ONE courtesy copy of the
SCAR or TAX CERTIORARI INDEX# on each case**

During the lunch period 12-2:00PM:

- **We will only be processing an individual SCAR filing
and issuing single Tax Certiorari Index #. All
multiples must be left with a contact phone number.
We will process them in the order received and call
as soon as they are completed.**