

## Addresses for Small Claims Petition

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A Small Claims Petition - RPTL 730 can be obtained at the Schenectady County Clerks Office or downloaded from [www.schenectadycounty.com](http://www.schenectadycounty.com) **Deadline** for filing a petition is **JULY 31 2018**

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1. 3 copies to Schenectady County Clerk – petition with supporting documents
  2. 1 copy to Schenectady County Treasurer – petition only
  3. 1 copy to Niskayuna Assessor's Office – petition with supporting documents
  4. 1 copy to Niskayuna Town Clerk – petition only
  5. 1 copy to property's School District Treasurer – petition only
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### Schenectady County Clerk

John Woodward  
620 State Street  
Schenectady, NY 12305  
Phone #: 388-4220 - Office Hours: 9am -3:45pm

### Schenectady County Treasurer

Deborah Mancini, Finance Commissioner  
620 State Street  
Schenectady, NY 12305  
Phone #: 388-4260 - Office Hours: 9am -3:45pm

### Town of Niskayuna Assessor's Office

Amy Houlihan, Assessor  
One Niskayuna Circle  
Niskayuna, NY 12309  
Phone #: 386-4550 - Office Hours: 9am-5pm

### Niskayuna Town Clerk

One Niskayuna Circle  
Niskayuna, NY 12309  
Phone#: 386-4510 - Office Hours: 9am -5pm

### File with the property's School District:

Niskayuna School District - Treasurer  
1239 Van Antwerp Road  
Niskayuna, NY 12309  
Phone #: 377-4666

or

South Colonie School District - Treasurer  
102 Loralee Drive  
Albany, NY 12205  
Phone #: 869-3576