

BARRINGTON TOWN COURT

Address: 4424 Bath Road
Penn Yan, NY 14527

Located at the Barrington Town Hall – bottom floor; separate entrance off Gray Road

Court Clerk: Rachel Gilbert

Town Justice: Stephen Hicks

Court Contact Information

Phone Number: 607-243-8959
Email: SLHicks@nycourts.gov

COURT SCHEDULE **

Court will meet on the first three Wednesdays of each month
at 5 pm

[No court sessions on the 4th or 5th Wednesdays]

****This schedule is subject to change -please check back for updates**

Small Claims matters and Landlord Tenant matters will be scheduled as/when requested and on dates when the Court is session.

COURT CLERK HOURS

Court clerk **in person office hours** are from 4:30 to 5:30 pm only on the dates the Court is in session (see above for court dates)

FILING OF PAPERS*:

- In person– 4:30 to 5:30 PM during Court clerk’s hours (on days when Court is in session)
- Delivery of certain papers and other materials to the Court may be:
 - Dropped off to Court Clerk during Court Clerk hours only;
 - Left in the court mailbox outside the Court main entry door facing Gray St;
 - Mailed to Court Clerk c/o Barrington Town Court (see address above);
- Do not file or deliver any court related matters to the **Town Clerk**
- ***NOTE: filing of legal documents MAY NOT BE MADE via email.**

ADJOURNMENTS: Any requests for adjournment can be made at least eight days prior to the scheduled court date by calling the court when the court is in session or sending an email (preferred method of communication).

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PAYMENTS

- Can be hand delivered to the Court Clerk in person during Court Clerk hours in cash (exact amounts only), made by certified bank check or by USPS money order, or by credit/debit card. A processing fee will be charged for credit/debit card payments;
- Payments by certified bank check or by USPS money order outside of Court Clerk hours can be mailed or left in the drop box on the side of the building near the Court entrance facing Gray Rd.
- **NEW PAYMENT OPTION:** YOU CAN MAKE A PAYMENT ONLINE USING THIS LINK:
 - <https://payv3.xpress-pay.com/org/0C6292CCCD3847F> OR
 - Scan this QR code:



A processing fee will be charged for credit/debit card payments

Traffic violation tickets can be mailed as marked on the ticket. Those who plead *not guilty* will be contacted by the Court Clerk to set a date for further proceedings.

For information on *Yates County Traffic Diversion Program* which is part of the District Attorney's office go to - <https://www.yatescounty.org/185/Yates-County-Traffic-Diversion-Program>

For information on *Small Claims* matters go to
<https://www.nycourts.gov/courthelp/smallclaims/index.shtml>