

Navigating the New York Small Claims Court System

Date and Time: Wednesday, January 25, 2012, 6 - 8pm.

Location: VLA Auditorium, 1 East 53rd Street, New York, NY 10022

Instructors: VLA's Associate Director, **Sergio Muñoz Sarmiento, Esq.** and **Katerina I. Duarte, Esq.**, Attorney at Lynch Rowin LLP

Many disputes involve monetary disputes of less than \$5,000, and thus may not warrant the cost of retaining an attorney. This workshop will discuss how artists can resolve these claims without the use of an attorney. Issues covered will include: what sort of claims can be heard in the New York Small Claims Court System; how to start an action; what proof is required by courts; how to obtain a judgment, and what to do with the judgment after you won. The workshop will also cover: how to defend a small claims action; vacating a default judgment entered against you; motion practice; the option to arbitrate; and ways to protect yourself by memorializing your agreement in writing.

1. Registration fees (there is a late registration fee of \$10 if you register the day of the class):

- \$20 Arts Professional VLA Member
- \$30 Arts Professional Non-Member
- \$50 VLA YAM's Young Associate Members
- \$75 Legal Professional VLA Member
- \$100 Legal Professional Non-Member
- \$20 All You Can Learn Pass

All registration fees are non-refundable. Please note you are not registered until full payment is received. You will receive a confirmation e-mail approximately one week prior to the class.

2. Registration information: Complete the information below and **mail, fax, or email** this form to jtodd@vlany.org. Volunteer Lawyers for the Arts, 1 East 53rd Street, 6th Floor, New York, NY 10022. **Fax: 212.752.6575.**

Your Name (Ms., Mr., Mrs.): _____

Firm/Organization (if applicable): _____

Contact Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____ Email Address: _____

3. Payment information: We take cash (in person only), check, money order, or credit cards (American Express, Discover, MasterCard, or Visa). Please make checks or money orders payable to "Volunteer Lawyers for the Arts" and list your check number directly below. If paying by credit card, please list your card number AND expiration date, and include your signature, directly below.

- Check Enclosed
- Please charge my AmEx / Discover / Mastercard / VISA

Amount Due: \$ _____ Check Number/Money Order Number: # _____

Credit Card Number: # _____ Expiration Date: _____

Signature: _____

4. How did you hear about this event?

- Facebook
- Myspace
- Twitter
- VLA e-blast
- VLA Website
- Other _____

For questions please contact **Joni Todd** at 212-319-2787 ext. 10 or jtodd@vlany.org