



OFFICE OF THE COUNTY CLERK
MAUREEN O'CONNELL
 NASSAU COUNTY CLERK



**SMALL CLAIMS ASSESSMENT REVIEW (SCAR)
 ARE SUBJECT TO MANDATORY E-FILING**

What if I cannot file electronically?

If you are unable to file electronically, and you are self-represented, you may follow directions for hard-copy filing on our website:

www.nassaucountyny.gov/clerk

Who may file a Petition?

Homeowners who had their tax grievances denied by the Assessment Review Commission may file an appeal in the County Clerk's Office. This appeal, called a Small Claims Assessment Review Petition (**SCAR Petition**), allows for a homeowner who has had an original grievance denied to file a court case challenging the assessment.

SCAR Petitions are available at the County Clerk's Office or on the County Clerk's website at:

www.nassaucountyny.gov/clerk

You may complete the petition yourself, or have a representative do it for you. The petition should include supporting statements, records and other relevant information.

The completed petition must be accompanied by a \$30.00 filing fee payable by cash, credit cards* (Visa, MasterCard or American Express) check, money order to the "Nassau County Clerk." Be sure to write your name, address, and phone number on the check and present valid photo identification upon filing in person. **(nominal fee for credit cards apply)*

Once your petition is complete, present the original petition and one copy to the County Clerk's Division of Court Records (Room 108) for filing, where it will be assigned an **AR Index Number**. The AR number, which is located on the receipt next to "RefID#", is recorded on the filed petition and is your proof of payment.

If you cannot file your petition in person, you may mail it, but it must be postmarked by the last day of the filing period. **The 2018 deadline for filing is listed below.** Failure to file on time will result in a dismissal of your claim. Submit your completed original petition and one copy, along with the \$30.00 filing fee and a self-addressed stamped envelope to receive your receipt with AR Index Number for the petition to:



**Nassau County Clerk
 240 Old Country Road
 Room 108
 Mineola, New York 11501**

After you have filed with the County Clerk's Office and received an AR number, serve the document to the County Assessor, your school district, and your incorporated village, if applicable. Please note that normally the Nassau County Treasurer would be served a copy, however the Treasurer may waive service, as has been past practice. Write the AR number on all copies before serving. After filing, the Clerk's Office forwards the petitions to Supreme Court.

It is important to note that the County Clerk's Office is not involved in scheduling the hearing or providing you with the decision. **To check on the status of your case, contact Supreme Court at (516) 493-3130.** After your hearing, a copy of the decision will be sent to you or your representative directly from Supreme Court.

The Nassau County Clerk's Office has a clerical staff that is unable to assist or advise with the filling out of any documents. If you are in need of assistance you should seek legal advice.

Serving your SCAR Petition

When challenging your property taxes by Small Claims Assessment Review Petition, first file the petition with the County Clerk's Office. Be sure to prepare necessary copies of the SCAR petition prior to filing. Once filed clearly write the AR number on each copy and serve them as follows:

Nassau County Clerk

- The original petition
- One copy

Nassau County Treasurer*

- Serve one copy. The County Treasurer is located at 1 West St, Mineola.

* **Please note the Treasurer has waived service**

Nassau County Assessor

- Serve one copy. The County Assessor is located at 240 Old Country Rd, Mineola, on the 4th floor.

Your School District

- Send one copy to your school district.

Your Incorporated Village

- Send one copy to your incorporated village, if applicable.

Your Records

- Retain one copy for your personal records.

E-Filing your SCAR Petition

To electronically file your SCAR petition, you must obtain a user ID & Password from NYSCEF website:

To Create User Account go to:

<https://iappscontent.courts.state.ny.us/NYSCEF/live/unrepresented/CreateAccountNew.html>

1. Complete & sign your SCAR petition
2. Save document as pdf
3. Go to **[Log-In Start a New Case](#)**, then **Select Case Type** *Other Real Property (Select an option): **SCAR**
4. Key in homeowner's information then proceed to \$30.00 payment (AME X & VISA/ MC)
5. County Clerk's office will assign a SCAR number (*ER1877xxxx*)
6. Paper copy **must be served** on Village/City Attorney & your local school district; along with Notice of Commencement Form.

<https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/notice.of.commencement.pdf>
7. A courtesy copy of the SCAR petition must be given to the Supreme Court, before the hearing date, Room 152. (100 Supreme Court Drive, Mineola, NY 11501)
8. County Clerk's office does NOT require a copy of your E-filed SCAR petition. County Treasurer's Office and County Assessor have waived its right to be served.

2018 COUNTY FILING PERIOD

April 2, 2018 – May 1, 2018

For Village Scars, Please check with your Village to determine the final Tax Roll closing and filing period

Visit our website:

www.nassaucountyny.gov/clerk