



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



Small Claims Assessment Review (SCAR)

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.

Small Claims Assessment Review (SCAR) are subject to mandatory E-Filing, *however* if you are unable to file electronically on a computer, and you are self-represented, you may print a copy of the petition with instructions from our website: www.nassaucountyny.gov/clerk/SCAR

You must complete the petition yourself or have a representative do it for you. The Nassau County Clerk's clerical staff is unable to assist or advise with the filling out of any documents. 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 by mailing to the County Clerk's Division of Court Records (Room 108) for filing, or putting your filing in the drop box in the lobby of the County Clerk's Office, 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 mail in your petition, it must be postmarked by the last day of the filing period. Failure to file on time will result in a rejection 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) 493-3325.** 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 (Paper Filing)

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 (ER1977xxxx)
 6. Paper copy **must be served** on Village/City Attorney, if applicable, & your local school district; along with Notice of Commencement Form. Nassau County Assessor & County Treasurer have waived their rights to be served on e-Filed SCARS.
- <https://iappscontent.courts.state.ny.us/NYSCEF/live/forms/notice.of.commencement.pdf>
7. County Clerk's office does NOT require a copy of your E-filed SCAR petition.

Visit our website:

www.nassaucountyny.gov/clerk