



GEORGE J. WILLIAMS

COUNTY CLERK

CLERK OF SUPREME AND COUNTY COURTS

COLLEEN BACON
SUPERVISOR – MOTOR VEHICLES

DMV OFFICES
OSWEGO/FULTON/PULASKI

GEORGIANA MANSFIELD
DEPUTY CLERK

MATTHEW BACON
1ST SPECIAL DEPUTY

SMALL CLAIMS ASSESSMENT REVIEW (SCAR)

PLEASE NOTE:

1. A TAXPAYER'S GUIDE ON "HOW TO FILE FOR A REVIEW OF YOUR ASSESSMENT" IS NO LONGER BEING PUBLISHED BY THE STATE. THEREFORE, THE COUNTY CLERK'S OFFICE WILL NO LONGER BE ABLE TO PROVIDE COPIES OF THE PETITION.
2. HOWEVER, FORMS AND INSTRUCTIONS CAN BE DOWNLOADED FROM EITHER THE OSWEGO COUNTY REAL PROPERTY WEBSITE (www.oswegocounty.com) OR THE NEW YORK STATE OFFICE OF REAL PROPERTY WEBSITE (www.orps.state.ny.us).
3. **REGARDLESS OF THE INSTRUCTION PROVIDED BY ORPS:**
 - SINCE THE COUNTY CLERK'S OFFICE IS THE FILING OFFICE, WE MUST RECEIVE **ONE ORIGINAL** AND TWO COPIES ALONG WITH A \$30.00 FILING FEE.
 - **ALSO, IT IS NOT NECESSARY WHEN FILING WITH THE COUNTY CLERK TO INCLUDE SUPPORTING STATEMENTS, RECORDS, OR OTHER RELEVANT INFORMATION TO SUPPORT YOUR CLAIM. (YOU WILL PRESENT THESE TO THE HEARING OFFICER).**
4. ONCE THE TENTATIVE TAX ROLL FOR YOUR TOWN OR CITY IS FILED, YOU MUST ATTEND GRIEVANCE DAY FIRST.
5. IF THAT FAILS, YOU CAN THEN FILE A SMALL CLAIMS ASSESSMENT REVIEW AFTER THE FINAL TAX ROLL IS FILED FOR YOUR TOWN OR CITY.
6. THE COUNTY CLERK'S OFFICE WILL NOT ACCEPT SCARS BEFORE THE FINAL TAX ROLL IS FILED FOR YOUR TOWN OR CITY.
7. SCARS MUST BE FILED IN THE COUNTY CLERK'S OFFICE WITHIN 30 DAYS OF THE FINAL TAX ROLL.
8. THE COUNTY CLERK'S OFFICE WILL NOT ACCEPT SCARS AFTER 30 DAYS OF THE FINAL ROLL.