



***Livingston Supreme and County Court
SCAR Program Procedures
2 Court Street, Geneseo, New York 14454
585.371.3920***

Checklist:

- ___ General Information and Filing requirements
- ___ Instructions for completing petition
- ___ Petition
- ___ List of Tax Assessors / School Districts
- ___ Affidavit of Service

Who may file?

<http://ww2.nycourts.gov/litigants/scar/index.shtml>

Any person aggrieved by an assessment of a one, two or three-family, owner-occupied residential structure used exclusively for residential purposes who has filed a written complain with the board of assessment review.

Electronic filing:

You may file your petition and supporting documents online through NYSCEF (New York State Courts Electronic Filing System). Visit www.nycourts.gov/efile. Select Create an Account to begin the process.

Procedural Steps:

Petitioner:

Note: A petition filed more than 30 days after the filing of the assessment roll may be dismissed as untimely.

1. On line #3 of the petition, enter the latter of the date and final assessment roll is filed:
 - a. The last date allowed by law for such filing (May 1 – City or July 1 – Town)

OR

 - b. The date on which the assessor publishes and posts the notice of the filing.
2. On line #7 of the petition – the description of the property (ie. 152.08-01-01)
 - a. 152 – Tax Map Number; 08 – Section; 01 – Block; 01 – Lot.
3. You bring the original and two copies of the petition (include supporting statements, records, and other relevant information) to the Livingston County Clerk's Office, 6 Court Street, Geneseo, New York 14454, within 30 days of the filing of the final assessment roll and pay the filing fee in-person.
4. You bring to the Livingston County Clerk to have time-stamped, one copy of the petition and make five copies after the paperwork is timestamped.

- a. Within ten days of filing the petition with the County Clerk, you must mail by certified mail, return receipt requested, or deliver in person (Affidavit of Personal Service must be completed) a time-stamped copy of the petition to:
 - i. The Clerk of the City/Town named in the petition
- b. Within ten days of filing the petition with the County Clerk, you must mail, by regular mail, a time-stamped copy of the petition to:
 - i. The Tax Assessor (see attached)
 - ii. The Clerk of the School District (see attached)
 - iii. The County Treasurer (Livingston County Treasurer)
 - iv. The Clerk of the Village or Town

Livingston County Clerk's Office:

Timestamp

The Livingston County Clerk retains the original SCAR petition and shall forward two time-stamped copies to Livingston County Supreme and County Clerk's Office.

Supreme Court Clerk:

The SCAR Hearing Officer must schedule and hear the matter within 45 days after the filing petition with the Livingston County Clerk (RPTL §732 (1)). The Hearing Officer scheduling the hearing must contact both parties and provide at least ten days' notice. If an evening hearing is requested, the hearing must be granted unless an extraordinary circumstance exists (Uniform Rules of Trial Courts [22NYCRR] §292.57 (e)(4)).

The SCAR Hearing Officer renders a decision within 30 days of the hearing. The signed decision form constitutes a judicial order and must be mailed to the Supreme Court Clerk for distribution to:

- _____ Petitioner or Designated Representative
- _____ Clerk of the Assessing Unit
- _____ Clerk of each of the tax districts named in Part III of the petition
- _____ Livingston County Clerk (originals)

LIVINGSTON COUNTY ASSESSORS AND CLERKS

AVON

Tami Snyder, Appointed Assessor
Town Hall
27 Genesee Street
Avon, NY 14414
585-226-2425 ext. 17
Hours: 9:00-3:00 Tuesday & Wednesday

Jill Formella, Clerk
585-226-2425 ext. 16
Hours: 9:00-3:00 Tuesday - Thursday

CALEDONIA

Tami Snyder, Appointed Assessor
Town Hall
3109 Main Street
Caledonia, NY 14423
585-538-4927
Hours: 9:00-4:00 Thurs. / 9:00-12:00 Fri.

CONESUS

Michael Rados, Appointed Assessor
Town Hall
6210 South Livonia Road, PO Box 188
Conesus, NY 14435
585-346-3130 ext.5
Hours: 3:00 pm – 6:00 pm Tuesdays
or by appointment

GENESEO

Kenneth Pike, Appointed Assessor
Assessor's Office
4630 Millennium Drive
Geneseo, NY 14454
585-991-5006
Hours: 9:00-4:30 Wednesday & Thursday

GROVELAND

Carlton Maxwell, Appointed Assessor
4955 Aten Road
Groveland, NY 14462
585-243-3860 (Office)
Hours: Call for appt.

LEICESTER

Gregg Torrey, Appointed Assessor
Town Hall
132 Main Street, PO Box 197
Leicester, NY 14481
585-382-3231
Hours: 9:00 - 3:00 Thursday

LIMA

Tami Snyder, Appointed Assessor
Town Hall
7329 East Main Street
Lima, NY 14485-0820
585-624-6120
Hours: 9:00-3:00 Monday

Jill Formella, Clerk
585-624-6120
Hours: 9 - 4 Monday / 9 - 12 Friday

LIVONIA

Lisa Bennett, Appointed Assessor
Town Hall
35 Commercial Street
Livonia, NY 14487
585-346-6200
Hours: 9:30-4:30 Monday
9:30-12:30 Wednesday / 9:30-4:30 Friday

Elyssa Farnham, Clerk
585-346-6200
Hours: 8:30-Noon & 1-4:30 Tues & Thurs

MT. MORRIS

Brian Knapp, Appointed Assessor
Town Hall
103 Main Street
Mt. Morris, NY 14510
585-658-9820
Hours: 10:00 – 2:00 Tuesday (Stephanie)
Hours: 6:00 – 9:00 Tuesday (Brian)

NORTH DANSVILLE

Holley Lynne Smalt, Appointed Assessor
Town Hall
14 Clara Barton Street
Dansville, NY 14437
585-335-6954
Hours: 2 - 5 Wednesday

NUNDA

Brian Knapp, Appointed Assessor
Town Hall
4 Massachusetts Street, PO Box 699
Nunda, NY 14517
585-468-5184 (Office)
Hours: 10:00 – 2:00 Thursday (Stephanie)
Hours: 6:00 – 9:00 Thursday (Brian)

OSSIAN

Holley Lynne Smalt, Appointed Assessor
Town Hall
4706 Ossian Hill Road
Dansville, NY 14437
585-335-8075
Hours: 7:30-9 2nd Tues. & 5-7 4th Tuesday

PORTAGE

Brian Knapp, Appointed Assessor
(office location: Nunda Assessor's Office)
4 Massachusetts Street, PO Box 699
Nunda, NY 14517
585-468-5184
Hours: 10:00 – 2:00 Thursday (Stephanie)
Hours: 6:00 – 9:00 Thursday (Brian)

SPARTA

Holley Lynne Smalt, Appointed Assessor
(Dansville Assessor's Office)
14 Clara Barton Street
Dansville, NY 14437
585-335-6954
Hours: 2 - 5 Wednesday

SPRINGWATER

Holley Lynne Smalt, Appointed Assessor
Town Hall
8022 South Main Street
Springwater, NY 14560
585-669-2647
Hours: Noon – 3:00 Monday

WEST SPARTA

Holley Lynne Smalt, Appointed Assessor
Town Hall
8302 Kysorville-Byersville Road
Dansville, NY 14437
585-335-9377
Hours: 9:30 -11:30 Monday

YORK

Gregg Torrey, Appointed Assessor
Town Hall
2668 Main Street
York, NY 14592
585-243-3128
Hours: 9:00 – 3:00 Tuesday