

# Suffolk County District Court

## Small Claims COMPLAINT FORM Instructions

The Maximum You Can Sue for Is \$5000

### USE BLACK INK ONLY

1. On the COMPLAINT FORM, request Day Court or Night Court (see below for location and schedule).
2. You are the Plaintiff. PRINT OR TYPE your last name, first name, and street address - a PO BOX alone is not acceptable.
3. PRINT or TYPE the Defendant's full name and street address - a PO BOX alone is not acceptable. The Defendant must reside, work or have a business address within the five western towns of Suffolk County.
4. Check only one cause of action. If you cannot decide, pick #85.
5. PRINT or TYPE the reason you are suing in the area "Briefly state details of your claim." Do not attach evidence or additional pages.
6. Write the amount you are suing for in the area "Total amount of damages" (the maximum is \$5000).
7. Sign and date the form in the presence of a Notary or Court Clerk.

The COMPLAINT FORM and GUIDE TO SMALL CLAIMS is available at <http://tinyurl.com/44rqlyg> .

### FILING FEES

\$15.00 ..... if suing for \$1.00 - \$1000.00

\$20.00 ..... if suing for \$1000.01 - \$5000.00

Small Claims are heard:

#### FIRST DISTRICT NIGHT COURT

3105 Veterans Memorial Hwy  
Ronkonkoma, NY 11779  
631-854-9676  
3<sup>rd</sup> Wednesday 6:00 PM

#### SECOND DISTRICT

30 E. Hoffman Ave  
Lindenhurst, NY 11757  
631-854-1121  
Thursdays 9:30 AM

#### THIRD DISTRICT

1850 New York Ave  
Huntington Station, NY 11746  
631-854-4545  
Tuesdays 9:30 AM

#### FOURTH DISTRICT

North County Complex #C-158  
Veterans Memorial Hwy  
Hauppauge, NY 11788  
631-853-5408  
Thursdays 9:30 AM

#### FIFTH DISTRICT

3105 Veterans Memorial Hwy  
Ronkonkoma, NY 11779  
631-854-9676  
Wednesdays 9:30 AM  
Thursdays 9:30 AM

#### SIXTH DISTRICT

150 West Main St.  
Patchogue, NY 11772  
631-854-1440  
Mondays 9:30 AM

Deliver or mail the COMPLAINT FORM and FILING FEE to the Civil Division Courthouse where you want the claim to be heard.

- If you deliver the COMPLAINT FORM in person, call and ask when the cashier will be open.
- If you mail the form, please enclose a SELF-ADDRESSED STAMPED ENVELOPE, and a money order or check payable to the CLERK OF THE DISTRICT COURT for the correct FILING FEE. Do not mail cash.