

INSTRUCTIONS:
Place only **ONE** letter or number in each space
and leave a blank space between words.

**CIVIL COURT OF THE CITY OF NEW YORK
COMMERCIAL CLAIMS PART
STATEMENT OF CLAIM**

(Your) **I. CLAIMANT'S INFORMATION**

BUSINESS NAME _____
OTHER INFO _____
(Doing Business As or In Care Of) _____ MIDDLE INITIAL _____
PRINCIPAL OFFICE _____
ADDRESS _____
BOROUGH, CITY, STATE NY ZIP _____
TOWN OR VILL. _____
PHONE NO. _____ EMAIL _____

(Their) **II. DEFENDANT'S INFORMATION***

LAST NAME _____
(or Full Business Name)
FIRST NAME _____
ADDRESS _____ MIDDLE INITIAL _____
(of Residence or Place of Business or Employment)
BOROUGH, CITY, STATE NY ZIP _____
TOWN OR VILL. _____
OTHER INFO _____
[Doing Business As] [In Care Of] [Attention To]
PHONE NO. _____ EMAIL _____

III. CLAIM

Amount Claimed: \$ _____ (Maximum \$10,000) Date of Occurrence or Transaction: _____

Briefly state your claim here: (Include Identifying Number(s) - Receipt #, Claim #, Account #, Policy #, Ticket #, License #)

Today's Date

Signature of Claimant or Agent

YOU MUST COMPLETE ONE OF THE CERTIFICATIONS ON THE REVERSE SIDE

CERT'D # _____
COA CODE _____
CLAIM AMT. \$ _____
FEE _____
STANDARD FEE PLUS POSTAGE
 CLAIMANT V. DEFENDANT
NO FEE; POSTAGE ONLY
 DEFENDANT V. THIRD PARTY
 CLAIMANT V. ADD'L DEFENDANT
 WAGE CLAIM TO \$300
LANGUAGE _____
DATE DATA ENTERED _____
DATE NOTICES MAILED _____
CASE TYPE:
MULTI DFT CTR/CLM
3 PARTY CRS/CMPLT
FIRST DATE _____
DAY COURT
 STATUTORY OTHER
 CONSUMER TRANSACTION
 OTHER COMMERCIAL CLAIMS

COMPLETE THIS SECTION FOR A COMMERCIAL CLAIM

*CERTIFICATION: (NYCCCA 1803-A)

I hereby certify that no more than five (5) actions or proceedings (including the instant action or proceeding) pursuant to the commercial claims procedure have been initiated in the courts of this State during the present calendar month.

Signature of Claimant

Signature of Notary/Clerk/Judge

*Note: The Commercial Claim Part will Dismiss any case where the certification is not made.

**COMPLETE THIS SECTION FOR COMMERCIAL CLAIM
ARISING OUT OF A CONSUMER TRANSACTION**

#CERTIFICATION (NYCCCA 1803-A)

I hereby certify that I have mailed a demand letter by ordinary first class mail to the party complained against, no less than ten (10) days and no more than one hundred eighty (180) days before I commenced this claim.

I hereby certify, based upon information and belief, that no more than five (5) actions or proceedings (including the instant action or proceeding) pursuant to the commercial claims procedure have been initiated in the courts of this State during the present calendar month.

Signature of Claimant

Signature of Notary/Clerk/Judge

#Note: The Commercial Claims Part will not allow your action to proceed if this certification is not made and properly completed.