



本表翻譯為中文以便利使用非英語之資料並向閣下正確地表達 不過
由於部分法官對閣下的中文譯文不真 請閣下可用英文寫 除英文外
法院亦接受任何語言書寫表格

CIVIL COURT OF THE CITY OF NEW YORK
紐約民事法院

Instructions for Filing a Small Claims/Commercial Claims Action
辦理小額索償 商業債權指示

JURISDICTION 司法權

The maximum claim in the Small Claims/Commercial Claims Part is \$5,000.00.

小額索償 商業債權最高索償額為\$5,000元正

If you are a Claimant who lives OUTSIDE New York City, you must sue in the county where the Defendant either resides, has an office or a place of regular employment within New York City.

閣下是居住紐約市以外的原告人, 必須與被告在紐約市內居住、辦公或受雇的區提出控告

SMALL CLAIMS: - In Small Claims the claimant can be a private individual or a sole proprietor only.

小額索償 - 小額索償索償人可以是個人或只經營商業的個人

For Small Claims, use form CIV-SC-50. 小額索償請用CIV-SC-50 表格

For each Small Claims action under \$1,000, the fee is \$15.00.

每宗\$1,000元以下的小額索償案件費\$15

For each Small Claims action between \$1,000.01 and 5,000.00, the fee is \$20.00.

每宗\$1,000.01元至\$5,000元之間的小額索償案件費\$20

There is no additional postage fee for multiple Defendants.

如有多名被告 不額外收郵費

COMMERCIAL CLAIMS 商業債

For Commercial Claims, use form CIV-SC-70 商業債請用CIV-SC-70 表格

For each Commercial Claims action, up to \$5,000.00, the fee is \$25.00 plus postage fee for each Defendant on the Commercial Claim.

每宗商業債至\$5,000元者 費用為\$25 另商業債對每名被告均收費

In Commercial Claims, the Claimant can be a corporation, a partnership or an association. If you fit that criterion you can only sue in Commercial Claims Court if the PRINCIPAL OFFICE of your business is located in New York State. If your business is located WITHIN New York State, but OUTSIDE New York City, the suit must be brought in the county where the Defendant resides, has an office to transact business or regular employment.

商業債索償人可以是有限公司 合夥公司或一個團體 如果閣下符合資格 若閣下的
主要辦公室位於紐約州者閣下可在商業債法庭提出控告 如果閣下之業務位於紐約州
但也是紐約市範圍以外時 必須與被告在居住 經營或受雇的區提出控告

Please note that no more than five Commercial Claims actions per calendar month are permitted by law. Commercial Claims Claimants must complete the appropriate section on the back of the form and have it Notarized.

請注意 根據法律規定 每季不得提出超過五宗商業債案件 商業債索償的索償人
必須在表格背面之適當部份予以認證

ALL CLAIMS 所有索償

Only one Claimant and one Defendant may be included on each form. If you are suing more than one Defendant, you must use a separate claim form for each Defendant. You may duplicate the forms if necessary.

每表格可填上一名索償人及一名被告 若閣下對多名被告人時
每名被告必須用另表格 如需要 閣下可表格複製

You must provide the full and correct NAME of the person or firm you are suing. The correct name of any business should be determined by checking with the County Clerk in the county where the business is registered.

閣下必須提供原告人或機構的正確名稱。所有業務的正確名稱均應參照在地區

書查證。

You must provide the correct STREET ADDRESS of the person or firm you are suing. We cannot accept Post Office Box numbers for either the Claimant's address or the Defendant's address.

閣下必須提供原告人或機構的正確街道地址。我們不接受郵政信箱號碼作為原告人或被告人的地址。

Date and Sign the front of the form.

請表背面填上日期及署名。

PAYMENT OF FEES 付費

Fees can be paid by Bank Check, Tellers Check, Certified Check or attorney's check or by Money Order, made payable to CLERK, CIVIL COURT.

費用可以用支票、櫃員票、保潔票、律師開發支票或匯款。支票抬頭為“CLERK, CIVIL COURT”。

No personal or company checks will be accepted. Please DO NOT SEND CASH BY MAIL.

私人支票或公司支票恕不接納。請不要寄現金。

FILING BY MAIL 郵寄登記

Send a) your completed and signed Claim form, b) payment of the fee, and c) a self-addressed 6" x 9" envelope with postage (3 ounces) to the Court. The date for your hearing will be approximately six weeks after we receive your Statement of Claim form. The Court will provide you with an Instructions to Claimant form which will include notice of your court date and time, plus a booklet which will thoroughly explain the Small/Commercial Claims procedure.

請將 a) 已簽名的索償表格 b) 應費用及 c) 貼足票(3 安士信件, 填有己地的 6" x 9" 回信封) 聯同索償表格的費用, 連同有關提供糾紛處理指示表格, 並將附帶的日期和時間表, 另外本解釋書及商業索償程序冊。