



STATE OF NEW YORK  
 UNIFIED COURT SYSTEM  
 KINGSTON CITY COURT  
 1 GARRAGHAN DRIVE  
 KINGSTON, NY 12401  
 PHONE: (845) 481-9350  
 KINGSTONCITYCOURT@NYCOURTS.GOV

HON. LAWRENCE E. BALL  
 City Court Judge

NICOLE MURPHY  
 Chief Clerk II

Hon. Philip W. Kirschner  
 City Court Judge

Allison McKenzie  
 Deputy Chief Clerk

**SMALL CLAIM APPLICATION**

(A Guide to Small Claims/Commercial Claims is available here:  
<http://nycourts.gov/courthelp/pdfs/SmallClaimsHandbook.pdf>)

**Date of Filing:** \_\_\_\_\_

**Plaintiff Name (s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email & Telephone:** \_\_\_\_\_

**-against-**

**Defendant Name (s)** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email & Telephone:** \_\_\_\_\_

**Briefly Describe the Reason(s) for the Claim:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Amount of Claim:** \$ \_\_\_\_\_

\_\_\_\_\_  
**Print Name – Plaintiff**

\_\_\_\_\_  
**Signature – Plaintiff**

**Filing Fee:** \$15.00 for claim - \$1,000.00 or less  
 \$20.00 for claim - \$1,001.00 to \$5,000.00  
 Payable in cash, credit card or money order to Kingston City Court  
 \*NO PERSONAL CHECKS ACCEPTED\*

**Approved:** Yes \_\_\_\_\_ No: \_\_\_\_\_

**Disqualified:** \_\_\_\_\_