

APPLICATION TO FILE CLAIM

FOR CLERK'S USE ONLY

State of New York
_____ Court of _____

Notice was mailed on _____, 20____
to _____

(Address of Defendant)
Date of delivery _____
Home address of person who signed
receipt _____
(from receipt form)

Filing Fee:
Small Claim: \$15.00 (\$0.00 - \$1,000.00)
 \$20.00 (\$1,001.00 - \$5,000.00)
Commercial Claim: \$25.00 + postage
(Postage \$5.72 for each defendant)

Application:
Small Claim _____
Commercial Claim _____
Commercial Claim _____
(Consumer Transaction)

Dated: _____

Name of Claimant: _____
Address: (if commercial claim, give Principal Office Address)

Telephone: _____

- against -

Name of Defendant: _____
Address: (Home or Bus./Place of Employment)

Telephone: _____

Amount of Claim \$ _____ (Do not include filing fee)

Nature of Claim: _____

COMPLETE THIS SECTION FOR COMMERCIAL CLAIM
[See next page for commercial claim arising from a consumer transaction]

*CERTIFICATION: (NYCCA 1803-A; UCCA 1803-A; UDCA 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 claims part will dismiss any case where this certification is not made**

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

* CERTIFICATION: (NYCCA 1803-A; UCCA 1803-A; UDCA 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.