

APPLICATION TO FILE SMALL CLAIM/COMMERCIAL CLAIM

(see reverse for jurisdictional and instructional information or visit the Ithaca City Court website at [www.courts.state.ny.us/Ithaca/city](http://www.courts.state.ny.us/Ithaca/city))

Small claims court is every Thursday morning at 9:30am and the third Tuesday evening of every month at 6:00pm.

ITHACA CITY COURT : COUNTY OF TOMPKINS

Ithaca City Court, 118 East Clinton Street, Ithaca, New York 14850; 607-273-2263; fax 607-277-3702

FILING FEE: Money Order, Certified Bank Check or Cash only (No Personal or Business Checks accepted)

Type of Claim: Filing Fee: (Check one)

Small Claim \$15.00-Claim of \$1,000 or less \_\_\_\_\_  
\$20.00-Claim exceeding \$1,000 \_\_\_\_\_

(Individual suing individual or company)

Commercial Claim \$25.00 + \$5.98 postage \_\_\_\_\_

(a separate \$5.32 postage fee is required for each defendant named)

(Company suing company or individual-see reverse for limitation on number of filings and required Certificate of Authority)

Consumer Transaction \$25.00 + \$5.98 postage \_\_\_\_\_

(a separate \$5.32 postage fee is required by each defendant named)

(Company suing individual-see reverse for definition of Consumer Transaction, limitation on number of filings, Certificate of Authority and Demand Letter Certification)

Counterclaim (see reverse) \$ 5.00 + \$ .44 postage

Date: \_\_\_\_\_

Name(s) of Claimant(s)(list all necessary parties) \_\_\_\_\_

Address (if commercial claim, give Principal Office Address) \_\_\_\_\_

Telephone no: \_\_\_\_\_

Name of Defendant (list all necessary parties) \_\_\_\_\_

Address (Home or Bus/Place of Employment must be in Tompkins County) (Telephone no.) \_\_\_\_\_

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

Nature of Claim to include all pertinent information including descriptions, dates, address, etc. (See reverse side for jurisdiction information).

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

DATE:

SIGNATURE OF PERSON FILING CLAIM