

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)

Small claims court is every Thursday morning at 9:00 a.m.

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 + \$6.20 postage _____

(a separate \$6.20 postage fee is required for each additional defendant named)

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

Consumer Transaction \$25.00 + \$6.20 postage _____

(a separate \$6.20 postage fee is required by each additional 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 + \$.45 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