

THIS APPLICATION TO FILE CLAIM BECOMES A PUBLIC RECORD

Return to: Small Claim \_\_\_\_\_
City Court of Albany, Civil Part Commercial Claim \_\_\_\_\_
Room 209, City Hall Consumer Transaction \_\_\_\_\_
Albany, NY 12207 NO PERSONAL CHECKS ACCEPTED
Money orders or Business checks can be made payable to: Albany City Court

HAS THIS CLAIM BEEN PREVIOUSLY FILED? YES \_\_\_ NO \_\_\_

NAME OF

CLAIMANT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_
(Your name, or name of company filing the claim)

ARE YOU A PARTNERSHIP, A CORPORATION, ASSOC. OR AN LLC ? (yes) \_\_\_\_\_ (no) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_
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NAME OF DEFENDANT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_
(Name of person or company you are filing against)

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

OR/NAME OF EMPLOYER \_\_\_\_\_

ADDRESS OF EMPLOYER \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

AMOUNT OF CLAIM \$ \_\_\_\_\_ (DO NOT INCLUDE FILING FEE) DATE CLAIM AROSE \_\_\_\_\_

NATURE OF CLAIM (The reason you are filing claim) PLEASE KEEP UNDER 25 WORDS

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

SIGNATURE OF CLAIMANT \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

THIS SECTION MUST BE COMPLETED AND NOTARIZED FOR A COMMERCIAL CLAIM

I HEREBY CERTIFY THAT NO MORE THAN FIVE (5) ACTIONS OR PROCEEDINGS (INCLUDING THE INSTANT ACTION OR PROCEEDING) HAVE BEEN INITIATED IN THE COURTS OF THIS STATE DURING THE PRESENT CALENDAR MONTH.

(Signature of Claimant) \_\_\_\_\_ Signature of Notary/Clerk/Judge \_\_\_\_\_

ADDRESS OF PRINCIPAL OFFICE (Must be in the State of New York) \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Note: The Commercial Claims Part shall have no jurisdiction over and shall dismiss any case where this certification is not made.

COMPLETE THIS SECTION FOR COMMERCIAL CLAIMS ARISING OUT OF A CONSUMER TRANSACTION

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.

FILING FEE: SMALL CLAIM \$15.00 for claims \$1,000.00 and less, \$20.00 for claims over \$1,000.00 - COMMERCIAL CLAIM \$30.98, CONSUMER TRANSACTION \$30.98 (ADDITIONAL \$5.98 FOR EACH ADDITIONAL DEFENDANT) This additional fee of \$5.98 applies to Commercial Claims and Consumer Transactions only.