

PLEASE READ THIS INSTRUCTION SHEET BEFORE FILLING OUT THIS CLAIM FORM
SMALL CLAIMS

- The party you are suing must reside, have a work address, or have an office for the transaction of business in the County of Albany.
- You must have a complete mailing address for the party you are suing (which cannot be a P.O. Box)
- Your Small Claim may not exceed \$5,000.00.
- **If your case goes to trial you may need to submit documents. The Court will retain the documents for 30 days. If you need to make copies for yourself, please do so before your case is scheduled for court.**
- If you are in a partnership or corporation, you may **not** file a Small Claim. See Commercial Claims below.

COMMERCIAL CLAIMS

- You may file a Commercial Claim if your home office is located in the State of New York.
- The party you are suing must reside, work, or have an office for the transaction of business in the County of Albany.
- You must have a complete mailing address for the party you are suing (which cannot be a P.O. Box)
- The amount you are suing for may not exceed \$5,000.00.
- You may file only five (5) Commercial Claims per calendar month.
- You must have your signature notarized (on the bottom of the claim form), certifying that you have not filed more than (5) Commercial Claims per calendar month in the State of New York.

PLEASE NOTE: If you are suing a business (for either a small claim or commercial claim), you should know whether the business is a corporation or a "d/b/a" **before** you file the claim so that you can sue the proper party. If the business is a corporation, the full name should be registered with the Secretary of State, along with the names of the corporate officers. If the business is a d/b/a, the name of the person "doing business as" the defendant should be registered in the Albany County Clerks Office.

If you settle your case to your satisfaction you need not appear in Court, but please notify us prior to that time. Simply make a note on the reverse side of the paper which gives notice of your Court date, tell us the case has been settled, sign your name, date it, and return it to Albany City Court, City Hall, Room 209, Albany, NY 12207.