APPLICATION TO FILE SMALL CLAIM / COMMERCIAL CLAIM

CITY COURT OF PLATTSBURGH : COUNTY OF CLINTON

FILING FEE: Money Order, Certified Bank Checks 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	_____
(Individual suing individual or company)	$20.00 - Claim exceeding $1,000 to $5,000	_____
Commercial Claim	$25.00 + postage	
(a separate postage fee is required for each named defendant)		_____
(Company suing company or individual)		
(Required forms - Certificate of Authority and Certification on Filing Limits)		
Consumer Transaction	$25.00 + postage	
(a separate $ postage fee is required for each named defendant)		_____
(Company suing individual in a Consumer Transaction case)		
(Required forms - Certification of Authority, Certification on Filing Limits and Certification of Demand Letter sent)		
Counterclaim	$ 5.00 + postage	_____

Date: _____

Name of Claimant (include all necessary parties): _____

_____

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

_____

Telephone no.: _____

(Work) (Home)

against

Name of Defendant (include all necessary parties): _____

_____

_____

Address (Home or Business./Place of Employment must be within the County - except for counterclaims) (Telephone no.)

_____

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

Nature of Claim to include all pertinent information including descriptions, dates, addresses, etc.

Please submit copies of bills/invoices at the time of filing if applicable.

_____

_____

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_____

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_____

DATE: SIGNATURE OF PERSON FILING CLAIM