

APPLICATION TO FILE SMALL CLAIM / COMMERCIAL CLAIM (updated 01/22/2012)

CORTLAND CITY COURT : COUNTY OF CORTLAND: STATE OF NEW YORK
CITY COURT of Cortland : COUNTY OF CORTLAND
25 Court Street
Cortland, New York 13045
Ph.: 607-428-5420

Index # SC/CC- - /CD

FILING FEE: Cash, Money Order, Certified Bank Checks or Credit Card (Visa, MC or Discover)
(No Personal or Business Checks accepted)

Type of Claim:	Filing Fee:	(Check one)
<u>Small Claim</u>	\$15.00 - Claim of \$1,000 or less	_____
(Individual suing individual or company)	\$20.00 - Claim exceeding \$1,000 to \$5,000	_____
<u>Commercial Claim</u>	\$25.00	_____
	4.55 Electronic Certified Postage	
	.45 First Class Mail	
	\$30.00 total for one defendant. (Add \$5.00 for each additional deft)	
<input type="checkbox"/> Company suing company or individual		
<input type="checkbox"/> Consumer Transaction		
(Required forms - Certificate of Authority, Certification on Filing Limits, Certification of Demand Letter sent)		
<u>Counterclaim</u>	\$ 5.00 + \$.45 postage (\$5.45)	_____
Date: _____		

Name of Claimant (include all necessary parties): _____

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

Telephone no.: _____
(Work) (Home)

Name of Defendant (include all necessary parties): _____

(if a business -provide business name AND name of individual who owns/operates/manages business)

Address (Home or Business./If Business, the 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 brief description, dates, addresses, etc.

DATE: _____ SIGNATURE OF PERSON FILING CLAIM _____