

**City Court of Lockport  
Municipal Building - One Locks Plaza  
Lockport, New York 14094  
(716) 439-6660**

**Filing hours: 9:00 am - 3:30 pm**

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**SMALL CLAIMS APPLICATION**

Please note the following requirements before you file:

- \*Filing fee is \$15.00 for claims under \$1,000.00; \$20.00 for claims \$1,000.00 - \$5,000.00
- \*Cash, money orders or credit cards; **personal checks are not accepted.**
- \*Your claim may not exceed \$5,000.00

\*\*\*\*\*

**PLEASE PRINT**

TODAY'S DATE: \_\_\_\_\_

YOUR NAME (PERSON SUING): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

-AGAINST-

NAME OF PERSON YOU WISH TO SUE: \_\_\_\_\_

THEIR HOME ADDRESS (OR PLACE OF EMPLOYMENT OR BUSINESS):  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF CLAIM \$ \_\_\_\_\_ (DO NOT INCLUDE FILING FEES)

NATURE OF CLAIM (GIVE BRIEF DESCRIPTION OF REASON YOU ARE SUING):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HAVE RECEIVED A COPY OF THE  
SMALL CLAIMS GUIDE.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_ PLEASE INITIAL LINE