

APPLICATION TO FILE SMALL CLAIM / COMMERCIAL CLAIM

CITY COURT OF: Binghamton COUNTY OF: Broome Index No.: _____

FILING FEE: Money Order, Certified Bank Check or Cash ONLY; Credit Cards accepted at the Civil Window
(NO Personal or Business Checks Accepted) DO NOT SEND EVIDENCE WITH THIS APPLICATION

Type of Claim:	Filing Fee:	(Check One)
• <u>Small Claim</u> (Individual suing Individual or Company)	\$15.00 – Claim of \$1,000 or less	_____
	OR	
	\$20.00 – Claim of \$1,001 to \$5,000	_____
• <u>Commercial Claim</u> (Company suing Company or Individual)	\$25.00 + \$10.02 postage* (postage per defendant)	_____
▪ Required Court Forms: Certificate of Authority & Certification on Filing Limits		
▪ Required when filing: Copy of the Demand letter sent to Defendant		
• <u>Consumer Transaction</u> (Company suing Individual in a Consumer Transaction case)	\$25.00 + \$10.02 postage* (postage per defendant)	_____
▪ Required Court Forms: Certificate of Authority, Certification on Filing Limits, & Certification of Demand Letter Sent		
• <u>Counterclaim</u>	\$5.00 + \$0.78 postage	_____

Name of Claimant(s): <i>include all necessary parties</i>
Email:
Mailing Address: <i>(Commercial claim, give Principal Office Address)</i>
Phone Number(s):

against

Name of Defendant(s): <i>include all necessary parties</i>
Email:
Address: Home/Business/Place of Employment MUST BE WITHIN BROOME COUNTY (Except when filing counterclaim) <i>(If a business – provide business name & name of individual who owns/operates/manages)</i>
Phone Number(s):

Amount of Claim \$ _____ **(DO NOT include filing fee)** **Date:** _____

Nature of Claim (include a **short** summary of information - *You may use back of sheet*):

SIGNATURE(S) OF PERSON(S) FILING CLAIM: _____