

**APPLICATION TO FILE SMALL CLAIM / COMMERCIAL CLAIM**

CITY COURT of \_\_\_\_\_ : COUNTY OF \_\_\_\_\_

FILING FEE: Money Order, Certified Bank Checks or Cash only (No Personal or Business Checks accepted)

<b>Type of Claim:</b>	<b>Filing Fee:</b>	<b>(Check one)</b>
<u>Small Claim</u> (Individual suing individual or company)	\$15.00 - Claim of \$1,000 or less \$20.00 - Claim exceeding \$1,000 to \$5,000	_____ _____
<u>Commercial Claim</u> (Company suing company or individual) (Required forms - Certificate of Authority and Certification on Filing Limits)	\$25.00 + \$ 6.66 postage (Per Defendant)	_____
<u>Consumer Transaction</u> (Company suing individual in a Consumer Transaction case) (Required forms - Certification of Authority, Certification on Filing Limits and Certification of Demand Letter sent)	\$25.00 + \$ 6.66 postage (Per Defendant)	_____
<u>Counterclaim</u>	\$ 5.00 + \$ .53 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 (if a business -provide business name AND name of individual who owns/operates/manages business) \_\_\_\_\_

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.

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SIGNATURE OF PERSON FILING CLAIM