

**APPLICATION**

**Small Claim** (individual v. any)

**Commercial Claim** (company v. company)

Company definition: Any Corporation, Partnership, LLC, PLLC or  
Association that has its principal office in New York State

*\*Complete Certifications on back of form: Certificate of Authority and Certification on Filing Limits*

**Commercial Claim- Consumer Transaction** (company v. individual)

*\*Complete Certifications on back of form:*

*Certification of Authority, Certification on Filing Limits and Certification of Demand Letter sent*

|                     |                    |   |
|---------------------|--------------------|---|
| <b>FILING FEES:</b> | SMALL CLAIM -      | \$1,000.00 or less = \$15.00<br>\$1,001.00 - \$5,000.00 = \$20.00               |
|                     | COUNTERCLAIM -     | \$5.00 + Postage (\$.69) = \$5.69   |
|                     | COMMERCIAL CLAIM - | \$25.00 + Postage (\$8.85) = \$33.85<br>(+\$8.85 for each additional defendant) |

Date: \_\_\_\_\_

Name of Claimant(s): \_\_\_\_\_

Address: \_\_\_\_\_

(If it is a commercial claim, give the principal office address.)

Telephone:\_(\_\_\_\_\_)\_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_.com

**-AGAINST-**

Name of Defendant(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone:\_(\_\_\_\_\_)\_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_.com

Amount of Claim: \$\_\_\_\_\_ **(Do not include the filing fee)**

Nature of Claim (summarize for brief explanation, dates of occurrence(es), itemized amount(s)):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

**Certificate of Authority.**

I, \_\_\_\_\_ am an \_\_\_\_\_ of \_\_\_\_\_  
(Officer, director, employee) (Claimant, corporation, partnership or association)  
and have been authorized to represent the corporation, partnership or association in a  
Commercial Claims action against \_\_\_\_\_.  
(Defendant(s))

I certify that I have the requisite authority to bind the corporation, partnership or association in  
a settlement or trial or any claim or counterclaim.

\_\_\_\_\_  
(Representative)

Note: The commercial claim part will dismiss any case where this certificate is not made.

**Complete this section for a commercial claim.**

Certification: (UCCA 1803-A; UDCA 1803-A)

I hereby certify that no more than five (5), actions or proceedings (including the instant action  
or proceeding) pursuant to the commercial claims procedure has been initiated in the Courts of  
this State during the present calendar month.

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Signature of Notary/Clerk/Judge)

Note: The commercial claim part will dismiss any case where this certificate is not made.

**Complete this section for Commercial Claim, arising out of a Consumer Transaction.**

Certification: (NYCCCA 1803-A; UCCA 1803-A; UDCA 1803-A)

I hereby certify that I have mailed a demand letter by ordinary first-class mail to the party  
complained against, no less than ten days (10) and no more than one hundred eighty days (180)  
before I commenced this claim.

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Signature of Notary/Clerk/Judge)

Note: The commercial claim part will dismiss any case where this certificate is not made.