

STATE OF NEW YORK
COUNTY OF CHEMUNG
CITY COURT OF ELMIRA

Docket/Index Number: _____
Date of Filing: _____
Court Date: _____

APPLICATION

Small Claim _____

Commercial Claim _____
(Complete Required forms on Back- Certificate of Authority and Certification on Filing Limits)

Commercial Claim (Consumer Transaction) _____
(Complete Required forms on Back- Certification of Authority, Certification on Filing Limits and Certification of Demand Letter sent)

FILING FEE:

SMALL CLAIM - \$1,000.00 or less = \$15.00
\$1,001.00-\$5,000.00 = \$20.00

COUNTERCLAIM - \$5.00 + Postage (\$.53) = \$5.53

COMMERCIAL CLAIM - \$25.00 + Postage (\$6.66) = \$31.66
(+\$6.66 for each additional defendant)

Date: _____

Name of Claimant: _____

Address: _____

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

Telephone number: _____

-AGAINST-

Name of defendant(s): _____

Address (home or employment-Must be within Chemung County):

Telephone number: _____

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

Nature of the Claim (briefly): _____

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 of 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.