

City Court of Batavia
One West Main Street
Batavia, New York 14020
(585)344-2550 ext. 2417

SMALL CLAIMS APPLICATION

Please note the following before you file: **FILING HOURS: 9:00 AM to 4:00 PM Mon thru Fri**

- * Filing fee is \$15.00 for claims \$1000.00 or less; \$20.00 for claims \$1001.00 - \$5000.00
- * Cash, Money Orders, Visa or Mastercard accepted
- * Your Claim may not exceed \$5000.00

TODAY'S DATE: _____ **PLEASE PRINT**

YOUR NAME(PERSON SUING)_____

ADDRESS:_____

TELEPHONE:_____

AGAINST

NAME OF PERSON OR PERSONS YOU WISH TO SUE: _____

THEIR HOME ADDRESS (GENESEE COUNTY ONLY):

AMOUNT OF CLAIM: \$ _____ (DO NOT INCLUDE COURT 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 _____