

# APPLICATION FOR COMMERCIAL CLAIMS

NAME OF DEFENDANT \_\_\_\_\_

ADDRESS OF DEFENDANT \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY) (ZIP)

NAME OF CLAIMANT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY) (ZIP)

COMMERCIAL CLAIMANT  
(Principal Office Address) \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY) (ZIP)

TELEPHONE # \_\_\_\_\_

AMOUNT YOU ARE SUING FOR \$ \_\_\_\_\_ (DO NOT INCLUDE FILING FEE)

REASON YOU ARE SUING (IN BRIEF) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE ABOVE HAPPENED \_\_\_\_\_

IF AUTO ACCIDENT, WHERE \_\_\_\_\_

\*\*\*\*\*

**\*\*CERTIFICATION: (UCCA 1803)**

I hereby certify that no more than five (5) such actions or proceedings (including the instant action or proceeding) have been initiated during the present calendar month.

**\*CERTIFICATION: (NYCCA 1803-A; UCCA 1803-A; UDCA 1803-A) CONSUMER TRANSACTION**

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

Sworn to before me  
the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Clerk of the City Court of Buffalo

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

**\*\*NOTE:** The Commercial Claims part shall have no jurisdiction over and shall dismiss any case where this certification is not made.

# PROCEDURES FOR FILING A CLAIM IN COMMERCIAL CLAIMS

A COMMERCIAL CLAIM CANNOT EXCEED \$5,000.00.

To file a claim, the claimant (person making the claim) must supply the name and exact address of the defendant (person against whom claim is made). Phone books and the city directory are available for your convenience in looking up such information.

The cost of filing a claim is \$25.00, plus the cost of postage.

Hearing dates, within forty five (45) days of the date the claim is filed, will be set by the clerk at the time of filing. Hearings are generally held Monday through Friday at 9:15 a.m. and 2:00 p.m. in Part 15 on the 7<sup>th</sup> floor. On the third Wednesday of each month, court is held at 6:00 p.m.

Subject to Section 1809-A of the Uniform City Court Act:

The claimant corporation, partnership or association must have its principal office in the State of New York.

The defendant must either reside or have an office for the transaction of business or a regular employment within Erie County.

At the time of filing a claim, a certification must be signed verifying that no more than five such actions or proceedings (including the instant action or proceeding) have been instituted during that calendar month. (ALSO WHERE APPLICABLE, THAT A DEMAND LETTER WAS MAILED OUT NO LESS THAN 10 DAYS AND NO MORE THAN 180 DAYS BEFORE COMMENCING ACTIONS FOR CONSUMERS).

Please fill out "APPLICATION FOR COMMERCIAL CLAIMS".