

# Suffolk County District Court

## Commercial Claims COMPLAINT FORM Instructions

THE MAXIMUM YOU CAN SUE FOR IS \$5000

1. You must be a corporation, partnership, or association that has its principal office in New York State to file a Commercial Small Claim.
2. If you are suing a person for goods or services that were mainly for personal, family or household use, send a DEMAND LETTER (UCS-124/DC-292) to the Defendant. If you get no response from the Defendant after 10 days, you may file a COMMERCIAL CLAIM COMPLAINT FORM. Complete and notarize the CERTIFICATION (UCS 119/DC-293) form. If filing in person at the court you can sign it in front of a Court Clerk.

### USE BLACK INK ONLY on the COMPLAINT FORM

3. On the COMPLAINT FORM, request Day Court or Night Court (see below for location and schedule).
4. You are the Plaintiff. TYPE or PRINT your TRUE BUSINESS NAME, and street address - a PO BOX alone is not acceptable.
5. TYPE or PRINT the Defendant's full name and street address - a PO BOX alone is not acceptable. The Defendant must reside, work or have a business address within the five western towns of Suffolk County.
6. Check only one cause of action. If you cannot decide, pick #85.
7. TYPE or PRINT the reason you are suing in the area "Briefly state details of your claim." Do not attach evidence or additional pages.
8. Write the amount you are suing for in the area "Total amount of damages" (the maximum is \$5000).
9. Sign and date the form in the presence of a Notary or Court Clerk.

#### FILING FEES

\$25.00 filing fee

+ 6.10 mailing fee for each defendant

\$31.10 Total filing fee for one defendant (add an extra \$ 6.10 for each additional defendant)

Commercial Small Claims are heard:

#### FIRST DISTRICT NIGHT COURT

3105 Veterans Memorial Hwy  
Ronkonkoma, NY 11779  
631-208-5775 - 3 -1  
3<sup>rd</sup> Wednesday 5:30 PM

#### SECOND DISTRICT

30 E. Hoffman Ave  
Lindenhurst, NY 11757  
631-208-5775 -3 -2  
Thursdays 9:30 AM

#### THIRD DISTRICT

1850 New York Ave  
Huntington Station, NY 11746  
631-208-5775 -3 -3  
Tuesdays 9:30 AM

#### FOURTH DISTRICT

North County Complex #C-158  
Veterans Memorial Hwy  
Hauppauge, NY 11788  
631-208-5775 -3 -4  
Thursdays 9:30 AM

#### FIFTH DISTRICT

3105 Veterans Memorial Hwy  
Ronkonkoma, NY 11779  
631-208-5775 -3 -5  
Mondays 9:30 AM  
Tuesdays 9:30 AM

#### SIXTH DISTRICT

150 West Main St.  
Patchogue, NY 11772  
631-208-5775 -3 -6  
Mondays 9:30 AM

Deliver or mail the form and fee to the Civil Division Courthouse where you want the claim to be heard.

If you are mailing the application, please enclose a SELF-ADDRESSED STAMPED ENVELOPE, and a money order or check payable to the CLERK OF THE DISTRICT COURT for the correct fee. Do not mail cash.