

APPLICATION TO FILE SMALL/COMMERCIAL CLAIM
Rochester City Court - Civil Branch
99 Exchange Boulevard Rm 6, Rochester, NY 14614 (585) 371-3412

FILING FEE PAYMENT TYPES: By Mail - Money Order/Certified Bank Check Payable to **Rochester City Court**
In Person - Credit Card or Cash **NO PERSONAL OR BUSINESS CHECKS ACCEPTED!**

TYPE OF CLAIM

SMALL CLAIM (Individual Suing Individual or Company)

FILING FEE

\$15.00 - Claim of \$1,000 or less

\$20.00 - Claim of \$1,001 up to maximum \$5,000

(Check One)

COMMERCIAL CLAIM (Company Suing Company)

(Requires Completed Filing Limitation Certification [see below] and Certificate of Authority Form)*

\$25.00 plus postage for each defendant or additional address (call for current postage)

CONSUMER TRANSACTION (Company Suing Individual)

(Requires Completed Filing Limitation Certification & Demand Letter Certification** [see below], Certificate of Authority Form and Demand Letter)*

\$25.00 plus postage for each defendant or additional address (call for current postage)

CLAIMANT: (NAME & ADDRESS)

Print Name _____

D.B.A. (If Applicable) _____

Street (No PO Boxes) _____

City/State/Zip Code _____

Daytime Phone # _____

Interpreter Needed Language: _____

DEFENDANT: (NAME & ADDRESS)

Print Name _____

D.B.A. (If Applicable) _____

Street (No PO Boxes) _____

City/State/Zip Code _____

Daytime Phone # _____

Interpreter Needed Language: _____

IF ADDITIONAL PARTIES, PRINT COPIES OF THIS FORM AND ATTACH

Amount of Claim: \$ _____ (Do Not Include Filing Fee) **Date of Loss:** _____ / _____ /20 _____

Brief Description of Claim: _____

(If Applicable) Year, Make & Model of Vehicle/Property Address: _____

I hereby declare under penalty of perjury that the claim or cause of action set forth herein has not previously been presented to any court or Judge.

Claimant's Signature

Date

This section MUST be completed and notarized for a COMMERCIAL CLAIM or CONSUMER TRANSACTION:

***FILING LIMITATION CERTIFICATION:** I hereby certify, based upon information and belief, that no more than five (5) actions or proceedings (including the instant action or proceeding) have been initiated in the courts of this state during the present calendar month.

Claimant's Signature

Notary/Clerk's Signature

Date

This section MUST be completed and notarized for a CONSUMER TRANSACTION:

****DEMAND LETTER CERTIFICATION:** 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 action. (Attach copy of demand letter.)

Claimant's Signature

Notary/Clerk's Signature

Date