

STATE OF NEW YORK  
COUNTY OF TOMPKINS  
CITY COURT OF ITHACA

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** (arising from a 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 (\$.57) = \$5.57
COMMERCIAL CLAIM -	\$25.00 + Postage (\$7.14) = \$32.14
	(+\$7.14 for each additional defendant)

Date: \_\_\_\_\_

Name of Claimant: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone:\_(\_\_\_\_\_)\_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_.com

**-AGAINST-**

Name of defendant(s): \_\_\_\_\_

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

\_\_\_\_\_

Telephone:\_(\_\_\_\_\_)\_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_.com

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

Nature of the Claim (briefly): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**\*Do NOT provide Exhibits to the Court at time of filing. Exhibits are to be introduced at the Hearing Only.\***

**Certificate of Authority.**

I, \_\_\_\_\_ am an \_\_\_\_\_ of \_\_\_\_\_  
(Officer, director, employee) (Claimant, corporation, partnership or association)  
and have been authorized to represent the corporation, partnership or 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.