

APPLICATION

- ☐ **Small Claim** (individual v. any)
- ☐ **Commercial Claim** (Any corporation, partnership, LLC, PLLC or Association that has its principal office in New York State, or an assignee may file a Commercial Claim)
(Complete Required forms on Back- Certificate of Authority and Certification on Filing Limits)
- ☐ **Commercial Claim** (arising out of a Consumer Debt Transaction)
If your claim is against an individual, not a business, and the claim is about goods or services that were mainly for personal, family or household use, the commercial small claim is 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 (\$.60) = \$5.60
COMMERCIAL CLAIM -	\$25.00 + Postage (\$7.45) = \$32.45 (+\$7.45 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 (For the Court to serve your petition on the defendant(s), home **or** employment must be within Tompkins County. If your claim is related to your lease or tenancy, address may be where you deliver your rent in Tompkins County or an adjoining county. UCCA §§ 1801, 1803(a)(3)):

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

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

Nature of the Claim

(briefly): _____

Signature of Claimant

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.

(Rev. 04/21/2023)