

Oneonta City Court
81 Main Street, Oneonta, NY 13820
607-376-5380

1. Include filing fee as indicated on application. Payment must be in the form of cash, certified bank check, or money order. Credit card payments will only be accepted if paying in person. Filings with personal or business checks will be returned. ALL FILINGS MUST BE SUBMITTED BY MAIL OR IN-PERSON. FILINGS ARE NOT ACCEPTED BY FAX.
2. You must provide your complete mailing address and telephone number on the application.
3. You must provide a mailing address for defendant. The Oneonta City Court has jurisdiction over defendants who reside in or work in the County of Otsego. It is up to you to determine if the address you provide to the Court is within Otsego County.
4. Enter the amount of your claim and the date of the claim. Remember, whatever you sue for you must be able to provide back up documentation for when you come to Court. The maximum you can sue for in Small Claims is \$5,000.00. ***If you have exhibits to submit, please provide copies for the Court and the opposing party.***
5. Include a brief description of the nature of your claim.
6. Sign your claim. Also sign the required certifications; these forms must be notarized..
7. If the action is against an individual, it is considered a Commercial Claims Consumer Credit Transaction and you are required to send a DEMAND LETTER to the defendant *prior to* filing your claim with the Court. You will need to file a certification with the Court stating the demand letter has been sent. The demand letter and the certification are included with the forms. A copy of the demand letter must be attached to the certification. The certification and copy of demand letter must be attached to your application. If it is not attached, your application will be rejected.
8. Once your claim has been filed, a Court hearing date will be scheduled and you will be given notice of the date and time. You must be present in Court at that time and ready to proceed with the case.
9. If you should settle the case prior to the hearing date, you must inform the Court in writing. It is also your responsibility to let the defendant know that you have advised the Court the case has been settled or withdrawn.
10. A guide to Commercial Claims Court is available at the Court Office or on line at www.nycourts.gov/ (select SEARCH, enter ONEONTA CITY COURT)

APPLICATION TO FILE SMALL CLAIMS/COMMERCIAL CLAIM (07/10/2024)

ONEONTA CITY COURT: COUNTY OF OTSEGO: STATE OF NEW YORK

81 Main Street Public Safety Building, Oneonta, NY 13820

607-376-5380

INDEX # _____ - _____ - _____

FILING FEE: CASH, MONEY ORDER, CERTIFIED BANK CHECK, CREDIT CARD (VISA, MASTERCARD OR DISCOVER)

NO PERSONAL OR BUSINESS CHECKS ACCEPTED

TYPE OF CLAIM	FILING FEE	FORMS	CHECK ONE
SMALL CLAIMS Individual suing another individual or business	Claim of \$1000 or less - \$15 Claim of \$1000 - \$5000 - \$20	APPLICATION	
COMMERCIAL CLAIM Consumer Transaction Business suing an individual	\$25 + Postage (\$8.85) = \$33.85 for one defendant \$8.85 each add'l defendant	APPLICATION CERTIFICATE OF AUTHORITY CERTIFICATION ON FILING LIMITS CERTIFICATION OF DEMAND LETTER	
COMMERCIAL CLAIM Business suing a business	\$25 + Postage (\$8.85) = \$32.81 for one defendant \$8.85 each add'l defendant	APPLICATION CERTIFICATE OF AUTHORITY CERTIFICATION ON FILING LIMITS	
COUNTER CLAIM	\$5 + Postage (\$.69) = \$5.69	APPLICATION	

CLAIMANT/PLAINTIFF: _____
ADDRESS: _____

PHONE NUMBER: (____) _____ - _____ **CELL PHONE:** (____) _____ - _____
EMAIL: _____

DEFENDANT: _____ ***
ADDRESS: _____ *Home or employment must be within Otsego County*

PHONE NUMBER: (____) _____ - _____ **CELL PHONE:** (____) _____ - _____
EMAIL: _____

AMOUNT OF CLAIM: \$ _____ **NATURE OF CLAIM: (BRIEF DESCRIPTION)**

SIGNATURE OF CLAIMANT: _____

DATE OF APPLICATION _____