

**ONEONTA CITY COURT
81 MAIN STREET
ONEONTA, NY 13820
607-376-5380**

SMALL CLAIMS INFORMATION SHEET

- * Include filing fee as indicated on application. Payment must be in the form of cash, money order or certified bank check. *Credit card payments will only be accepted if paying in person.* Filings with personal checks will be returned. ALL FILINGS MUST BE SUBMITTED BY MAIL OR IN-PERSON. FILINGS ARE NOT ACCEPTED BY FAX.
- * You must provide your complete mailing address and telephone number on the application. Please note Corporations, Partnerships, Associations or Assignees cannot use Small Claims. There is a Commercial Claims application that is available.
- * **You must provide a mailing address for defendant.** You may sue a municipality (i.e., a town, village, city or county), public benefit corporation, school district or school district public library in Small Claims Court. However, the law requires you to notify the municipality of your intention to sue. Notice must be given to the municipality within 90 days after the occurrence of the incident that is the subject of your suit. If you do not notify the municipality within 90 days of the incident, your case may be dismissed.

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.

- * 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. **If you have exhibits for your case, please provide additional copies for the Court and the opposing party.**
- * Include a brief description of the nature of your claim. Sign your claim (your claim does not have to be notarized)
- * Once your claim has been filed, a Court hearing date and time will be scheduled and a notice will be mailed to you. You must be present in Court at that time and ready to proceed with the case.
- * If you should come to an agreement prior to the hearing date, please notify the Court in writing and the case will be taken off the calendar. It is also your responsibility to let the defendant know that you have advised the Court the case has been settled or withdrawn.
- * A guide to Small 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 CERTIFICATE 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 _____