

OSWEGO CITY COURT
20 West Oneida Street
Oswego, NY 13126
(315) 207-7251 OSW_CITY_CT@nycourts.gov

Index Number: _____

Hearing Date: _____

**** APPLICATION FOR COMMERCIAL CLAIMS ****

Filing Fees: Commercial Claims: \$25.00 + \$11.76 for each Defendant - **MUST BRING EXACT CHANGE**

NO PERSONAL CHECKS ACCEPTED
PAYMENT MUST BE MADE BY CASH, MONEY ORDER, VISA, MASTERCARD, AMERICAN EXPRESS OR
DISCOVER CARD

YOUR NAME: _____
(If partnership or NYS Corporation, use your business name and address)

YOUR ADDRESS:
Street: _____
City: _____ State: _____ Zip: _____
Phone : _____ Email: _____

**** AGAINST ****

DEFENDANT # 1

Name- as it will appear on all documents

Street (No PO Box)

City State Zip

Phone Number

Email

DEFENDANT # 2 (If applicable)

Name - as it will appear on all documents

Street (No PO Box)

City State Zip

Phone Number

Email

AMOUNT OF CLAIM: \$ _____ (Do not include filing fees)
(Maximum = \$5,000.00)

NATURE OF CLAIM - (Please be specific but brief. Attachments are not accepted):

VERIFICATION PURSUANT TO UCCA 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 have been initiated in the Courts of the State during the present calendar month, **AND** that our principal office is in New York State.

Subscribed and sworn to before me this
_____ day of _____ 20____.

Notary Public

Signature of Officer of Company

Name (printed) of Officer of Company
Notary is required on Commercial Claims.
The Commercial Claims Part will dismiss any case where this
verification is not made.

- COMPLETE THIS SECTION -

***ONLY FOR COMMERCIAL CLAIM ARISING
OUT OF A CONSUMER TRANSACTION***

* Certification: (NYCCA 1803-A; 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 (10) days and no more than one hundred eighty (180) days before I commenced this claim.

I hereby certify, based upon information and belief, that no more than five (5) actions or proceedings (including the instant action or proceeding) pursuant to the commercial claims' procedure have been initiated in the courts of this State during the present calendar month.

Signature of Claimant

Signature of Notary

* NOTE: The commercial claims part will not allow your action to proceed if this certification is not made and properly completed.