

SYRACUSE CITY COURT

*****APPLICATION FOR SMALL/COMMERCIAL CLAIM*****

505 South State St., Room 130

Hours to File 8:30 AM – 3:45PM

315-671-2782

Filing Fees: SMALL CLAIMS OF \$1,000.00 OR LESS = \$15.00; Over \$1,000.00 to \$5,000.00 = \$20.00 Counter Claim \$5.78

COMMERCIAL CLAIMS: \$35.02 (INCLUDING POSTAGE) for Defendant #1 Add \$10.02 for each additional Defendants

**Mail in Applications - Fees must be paid by Certified Bank Check or money order payable to Syracuse City Court and
this application MUST be Notarized.**

YOUR NAME OR BUSINESS: _____

(If your business is an LLC, Partnership or NYS Corporation, you must use the business name & address. If a DBA - include business name after your name.)

YOUR ADDRESS: Street _____

City _____ State _____ Zip Code _____

YOUR PHONE No.: (_____) _____ EMAIL ADDRESS _____

– **AGAINST** –– **DEFENDANT #1** –– **DEFENDANT #2** – (if applicable)_____
Name - as it will appear on all documents_____
Name - as it will appear on all documents_____
Street (PO Box Numbers must also have a street address)_____
Street (PO Box Numbers must also have a street address)_____
City _____ State _____ Zip Code __________
City _____ State _____ Zip Code __________
Phone # __________
Phone # __________
Email Address __________
Email Address _____*** * NATURE AND AMOUNT OF CLAIM * ***

AMOUNT OF CLAIM: \$ _____ (Maximum = \$5,000.00 do not include filing fee) NATURE OF CLAIM - (Please be specific but brief):

ALL MAIL IN APPLICATIONS MUST BE NOTARIZED BELOW_____
Your Signature if NOT Commercial Claim

----- Complete below ONLY if this is a Commercial Claim -----

CERTIFICATION 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 _____.

Signature of Officer of Company

The Commercial Claims Part will dismiss any case where this certification is not made.

Notary Public_____
INDEX #: _____/_____SMALL CLAIMS BOOKLETS ARE AVAILABLE ONLINE at <https://www.nycourts.gov/courthelp/pdfs/SmallClaimsHandbook.pdf>**On your court date, please bring two copies of any exhibits that support your claim. Exhibits must be in paper form.**