

APPLICATION TO FILE SMALL CLAIM

ITHACA TOWN COURT : COUNTY OF TOMPKINS

FILING FEE: Money Order, Certified Bank Checks or Cash only. Fee must accompany application

Type of claim	Filing Fee
Small Claims - \$1,000 or less	\$10.00
Small Claims - exceeding \$1,000 up to \$3,000	\$15.00
Counterclaim	\$3.00

Date: _____

Name of Claimant: _____

Address: _____

Telephone No.: (work and home) _____

-against-

Name of Defendant(s): _____

(If a business provide business name AND name of individual who owns/operates/manages business)

Address: _____

(Home or Business/Place of Employment must be in Tompkins County - except for counterclaims)

Amount of Claim \$ _____ (Do not include filing fee in this amount)

Nature of Claim to include all pertinent information including descriptions, dates, addresses, etc. Attach additional documents if necessary.

SIGNATURE OF PERSON FILING CLAIM: _____