



Williamsville Village Court
5565 Main Street
Williamsville, New York 14221
(716) 632-0450 - Telephone
(716) 565-0342 - Fax

Jeffrey F. Voelkl, Village Justice
Walter R. Pacer, Jr, Associate Justice

Morgan Krauss, Court Clerk

Small Claims Court Application

PLEASE PRINT OR TYPE

Name of Person/Company you are suing: _____

Address of the Person/Company above: _____

Your Name: _____

Your Address: _____

Your Phone Number: _____

Amount you are suing for: \$ _____

In one brief sentence, what is the reason you are suing: _____

Date of incident above: _____

Location of incident: _____

If for rent due or security deposit, what is the location of the premises: _____

Plaintiff Signature: _____

Date: _____

PROCEDURES FOR FILING A CLAIM IN THE WILLIAMSVILLE SMALL CLAIMS COURT

To file a claim, the Defendant (person/business you are suing) must be either a resident of or employment/business address within the Village of Williamsville, not just a 14221 ZIP code. You, the Plaintiff, must provide the name and exact address of the Defendant.

If your claim is against a business, you must know if it is incorporated. If it is, you will sue in the name of the corporation. If the business is not incorporated, you will need the owner's name and address. If unsure, you may find out at the **Assumed Names Department** in the Erie County Clerk's Office at 25 Delaware Avenue, Buffalo, New York 14202.

If returning this application by mail, please include a money order (made out to *Williamsville Village Court*) or credit card form for the amount of the filing fee.

NO PERSONAL CHECKS ACCEPTED.

CORPORATIONS, PARTNERSHIPS, OR ASSIGNEES MAY **NOT** INSTIGATE CLAIMS.

The claim may not exceed \$3,000.00

If you are suing for less than \$1,000.00 the filing fee is \$10.00

If you are suing for an amount between \$1,001.00 and \$3,000.00 the filing fee is \$15.00

Questions? Call Williamsville Village Court at 716-632-0450