

Williamsville Village Court

5565 Main Street

Williamsville, NY 14221

Small Claims Court Application

PLEASE PRINT OR TYPE

NAME OF PERSON OR COMPANY YOU ARE SUING _____

ADDRESS OF PERSON YOU ARE SUING _____

_____ ZIP CODE _____

YOUR NAME _____

YOUR ADDRESS _____

_____ ZIP CODE _____

YOUR PHONE NUMBER _____

AMOUNT YOU ARE SUING FOR \$ _____

REASON YOU ARE SUING FOR (IN BRIEF – ONE SENTENCE) _____

DATE THE ABOVE HAPPENED _____

IF AUTO ACCIDENT, WHERE _____

IF FOR RENT DUE OR SECURITY DEPOSIT, FOR PREMISES, WHERE _____

PLAINTIFF SIGNATURE _____

DATE _____

PROCEDURES FOR FILING A CLAIM IN THE WILLIAMSVILLE SMALL CLAIMS COURT

TO FILE A CLAIM, THE DEFENDANT (PERSON YOU ARE SUING) MUST BE EITHER A RESIDENT OR HAVE A PLACE OF BUSINESS OR A PLACE OF EMPLOYMENT WITHIN THE VILLAGE OF WILLIAMSVILLE (NOT JUST A 14221 ZIP CODE). YOU (PLAINTIFF) MUST SUPPLY 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, THEN YOU WILL NEED THE OWNER'S NAME AND ADDRESS. IF UNSURE, YOU MAY FIND OUT AT THE **ASSUMED NAMES DEPARTMENT** IN ERIE COUNTY CLERK'S OFFICE, 25 DELAWARE AVENUE, BUFFALO, NY 14202.

IF RETURNING APPLICATION BY MAIL, PLEASE INCLUDE A MONEY ORDER OR A CREDIT CARD FORM FOR 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 \$1,000.00 and \$3,000.00 the filing fee is \$15.00

Any Questions? Call the Court at 632-0450

Revised 5/17