

SMALL CLAIMS APPLICATION
COLDEN TOWN COURT

YOUR NAME : _____

YOUR ADDRESS:

YOUR PHONE NO.: _____

NAME OF PERSON OR COMPANY YOU ARE SUING:

ADDRESS:

PHONE NUMBER OF PERSON OR COMPANY YOU ARE SUING:

AMOUNT YOU ARE SUING FOR (DO NOT INCLUDE COURT COSTS)

\$ _____

REASON YOU ARE SUING (IN BRIEF):

DATE THE ABOVE HAPPENED: _____

IF AUTO ACCIDENT, WHERE DID IT OCCUR

IF RENT DUE OR SECURITY DEPOSIT, FOR PREMISES :

YOUR SIGNATURE: _____

SMALL CLAIMS PROCEDURES

Fill out the application by mail, and pay the filing fee and enclose a self-addressed stamped envelope for return of the receipt.

Filing fee: \$10.00 for claims \$1,000 or less
 \$15.00 for claims between \$1,000 and \$3,000

The claim MAY NOT exceed \$3,000.

In order to file a claim in the Town of Colden, the Defendant (the person you are suing) must meet **one** of the following criteria:

1. Reside in the Town of Colden
2. Be regularly employed within the Town of Colden
3. Have an office for the transaction of business within the Town of Colden.

The Plaintiff (YOU) 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 an incorporated business, you sue the corporation.

If the business is not incorporated, then you need the owner's name and address.

If unsure, you may find out at the Assumed Names Department in Erie County at 25 Delaware Avenue, Buffalo.

CORPORATIONS, PARTNERSHIPS AND ASSIGNEES MAY NOT INSTIGATE A CLAIM IN A TOWN COURT. YOU MUST CONTACT COMMERCIAL SMALL CLAIMS IN A CITY COURT.