

TOWN OF AMHERST COURT
SMALL CLAIMS COURT
PLEASE PRINT OR TYPE

YOUR NAME _____

YOUR ADDRESS _____

YOUR PHONE NUMBER _____

NAME OF PERSON, OR COMPANY, YOU ARE SUING _____

ADDRESS _____

PHONE NUMBER OF DEFENDANT _____

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

PLAINTIFF'S SIGNATURE _____

APPLICATION FOR SMALL CLAIMS

TOWN OF AMHERST COURT
SMALL CLAIMS DEPT.
400 JOHN JAMES AUDUBON PARKWAY
AMHERST, NY 14228

PROCEDURES FOR FILING A CLAIM IN SMALL CLAIMS COURT

FILL OUT THE APPLICATION ON THE OTHER SIDE AND PAY THE FILING FEE. **PERSONAL OR BUSINESS CHECKS ARE NOT ACCEPTED.**

IF RETURNING THE APPLICATION BY MAIL, PLEASE INCLUDE A MONEY ORDER FOR THE FILING FEE. IF YOU WANT A RECEIPT PLEASE INCLUDE A SELF- ADDRESSED STAMPED ENVELOPE.

FILING FEE: \$10.00 FOR CLAIMS \$1,000.00 OR LESS
 \$15.00 FOR CLAIMS BETWEEN \$1,000.00 AND \$3,000.00

THE CLAIM MAY NOT EXCEED \$3,000.00

TO FILE A CLAIM IN TOWN OF AMHERST COURT THE DEFENDANT (THE PERSON YOU ARE SUING) MUST MEET ONE OF THE FOLLOWING:

- RESIDE IN THE TOWN
- BE REGULARLY EMPLOYED WITHIN THE TOWN
- HAVE AN OFFICE FOR THE TRANSACTION OF BUSINESS WITHIN THE TOWN

YOU (THE 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 INCORPORATED, 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.

NO REFUNDS

PLEASE FILL OUT THE OTHER SIDE