

CIVIL COURT OF THE CITY OF NEW YORK
COMMERCIAL CLAIMS PART
STATEMENT OF CLAIM

INSTRUCTIONS:
Place only ONE letter or number in each space
and leave a blank space between words.

I. CLAIMANT'S INFORMATION

(Your)
BUSINESS NAME _____
OTHER INFO _____
(Doing Business As or in Care Of)

PRINCIPAL OFFICE ADDRESS _____

BOROUGH, CITY, TOWN OR VILL. _____ STATE [N Y] ZIP _____

PHONE NO. () _____

II. DEFENDANT'S INFORMATION

(Their)
LAST NAME _____ MIDDLE INITIAL _____
FIRST NAME _____

ADDRESS _____
(of Residence or Place of Business or Employment)

BOROUGH, CITY, TOWN OR VILL. _____ STATE [N Y] ZIP _____

OTHER INFO _____
(Doing Business As or in Care Of)

PHONE NO. () _____

III. CLAIM

Amount Claimed: \$ _____ (Maximum \$5,000) Date of Occurrence or Transaction: _____

Briefly state your claim here: (Include Identifying Number(s) — Receipt #, Claim #, Account #, Policy #, Ticket #, License #)

Today's Date _____ Signature of Claimant or Agent _____

YOU MUST COMPLETE ONE OF THE CERTIFICATIONS ON THE REVERSE SIDE

(FOR OFFICE USE ONLY)

CERT'D # _____

COA CODE _____

CLAIM AMT. \$ _____

FEE _____

STANDARD FEE PLUS POSTAGE

- CLAIMANT V. DEFENDANT
- NO FEE; POSTAGE ONLY
- DEFENDANT V. THIRD PARTY
- CLAIMANT V. ADD'L DEFENDANT
- WAGE CLAIM TO \$300

LANGUAGE _____

DATE DATA ENTERED _____

DATE NOTICES MAILED _____

CASE TYPE:

- MULTI DFT CTR/CLM
- 3 PARTY CRS/CMPLT

FIRST DATE _____

DAY COURT

- STATUTORY OTHER
- CONSUMER TRANSACTION
- OTHER COMMERCIAL CLAIMS

COMPLETE THIS SECTION FOR A COMMERCIAL CLAIM

*CERTIFICATION: (NYCCCA 1803-A)

I hereby certify that no more than five (5) actions or proceedings (including the instant action or proceeding) pursuant to the commercial claims procedure have been initiated in the courts of this State during the present calendar month.

Signature of Claimant

Signature of Notary/Clerk/Judge

*NOTE: The Commercial Claims Part will dismiss any case where this certification is not made.

**COMPLETE THIS SECTION FOR A COMMERCIAL CLAIM
ARISING OUT OF A CONSUMER TRANSACTION**

†CERTIFICATION: (NYCCCA 1803-A)

I hereby certify that I have mailed a demand letter by ordinary first class mail to the party complained against, no less than ten (10) days and no more than one hundred eighty (180) days before I commenced this claim.

I hereby certify, based upon information and belief, that no more than five (5) actions or proceedings (including the instant action or proceeding) pursuant to the commercial claims procedure have been initiated in the courts of this State during the present calendar month.

Signature of Claimant

Signature of Notary/Clerk/Judge

†NOTE: The Commercial Claims Part will not allow your action to proceed if this certification is not made and properly completed.