

Small Claims Application

Please read the Small Claims Court FAQ before filling out this form

Filing Fee - Money Order, Certified Bank Checks or Cash only (No Personal or Business Checks accepted)

Type of claim: Filing Fee: (Check One)

Small Claim \$10.00 - Claim of \$1,000 or less _____

\$15.00 - Claim between \$1,000

and \$3,000 (limit) _____

Counterclaim \$3.00 + \$2.67 postage _____

Date: _____

Name of Claimant (list all necessary parties): _____

Address _____

Telephone no: _____

(work) (home)

against

Name of Defendant (list all necessary parties): _____

(if a business-provide business name and name of individual who owns/operates/manages business

Mailing and Physical Address (Home or Bus./Place of Employment must be in Town of Otsego - except for counterclaims)

Telephone: _____ (if known)

Amount of claim \$ _____ (Do not include filing fee)

Nature of Claim to include all pertinent information including descriptions, dates, addresses, invoice numbers, etc.

Bring this completed form and the correct filing fee to the Court Clerk who will prepare a Summons and schedule a date for your Hearing. We suggest you call for an appointment. before you come to file. (607-547-5689)