



Justice Court

The Town of Grand Island

Town Justices:  
MARK J. FRENTZEL  
MARK S. NEMETH

2255 BASELINE ROAD  
GRAND ISLAND, NEW YORK 14072  
(716) 773-9600 EXT. 650  
FAX: (716) 775-3527

## APPLICATION FOR SMALL CLAIMS

Name of the Person or Company you are suing: \_\_\_\_\_  
Address of the Person or Company you are suing: \_\_\_\_\_

Phone #: \_\_\_\_\_

Your Name(s): \_\_\_\_\_  
Your Address: \_\_\_\_\_

Your Phone #: \_\_\_\_\_

Amount you are suing for: \$ \_\_\_\_\_

Reason you are suing (brief statement) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If an auto accident, where/when did it occur? \_\_\_\_\_  
\_\_\_\_\_

If for rental due or security deposit for premises, for what location is claim being made?  
\_\_\_\_\_

***I certify and affirm that the above facts are correct and accurate.***

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name(s) of Applicant(s)

\_\_\_\_\_  
Signature(s) of Applicant(s)

***Please refer to the reverse side for instructions pertaining to filing a Small Claim Application***

**PROCEDURE FOR FILING A SMALL CLAIM APPLICATION IN GRAND ISLAND  
TOWN COURT**

***YOU MUST CONTACT THE COURT DIRECTLY TO RECEIVE A COURT DATE***

If your claim is in the sum of \$3,000 or less AND the defendant (party being sued) resides, has a place of business, or regular employment in the Town of Grand Island, you may use the Grand Island Town Court to file your small claims matter. If you are a corporation, you CANNOT sue in the Town of Grand Island. Corporations must go to the nearest city court and file in the commercial claims portion of the court.

To file a claim, the plaintiff (person making the claim) must supply the name and physical address of the defendant. A post office box number is NOT acceptable for an address. If a claim is against a business firm, you must know whether or not it is incorporated. If it is, the suit must be brought against the corporation, using its proper name. If such business is not incorporated, you must know the owner's name and address. Such information is available at the Erie County Clerk's Office, 25 Delaware Avenue, Buffalo, New York.

The filing fee for submission of a Small Claim application is \$10.00 if the claim is \$1,000 or less, and \$15.00 if the claim is over \$1,000. The filing is payable in CASH or CREDIT CARD (2.99% credit card fee) or MONEY ORDER at the time of the filing. NO PERSONAL CHECKS ARE ACCEPTED. Upon payment of the fee, your court date will be confirmed.

At the time of trial be prepared with all evidence and witnesses necessary to prove your claim. Evidence includes, but is not limited to, items such as written agreements, itemized bills, invoices marked "paid", canceled checks, photographs, etc. Refer to the Small Claims booklet provided to you for detailed information on how to present your claim. Additional information is available at [www.nycourts.gov](http://www.nycourts.gov).

Please note that professional mediation is available through the Grand Island Court. The Court provides this option as an alternative to the Small Claims Court proceedings.

If your claim is settled before your court return date, kindly notify the Court, in writing, so the matter may be removed for the Court calendar.

***Please refer to the reverse side for the Small Claim Application.***