

APPLICATION TO FILE SMALL CLAIM

County of Ontario - Town of Manchester

FILING FEE PAYMENT TYPES: *By Mail*-Money Order or Certified Bank Check

In Person- Credit Card or Cash.

No Personal or Business Checks Accepted!

Type of Claim

Filing Fee

SMALL CLAIM

(Individual suing Individual or Company)

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

\$15.00 - Claim exceeding \$1,000 up to \$3,000

PLAINTIFF: (NAME & ADDRESS)

CO-PLAINTIFF: (NAME & ADDRESS)

Print Name

Print Name

Street

Street

City/State/Zip Code

City/State/Zip Code

Daytime Phone #

Daytime Phone #

DEFENDANT: (NAME & ADDRESS)

SECOND DEFENDANT: (NAME & ADDRESS)

Print Name

Print Name

Street

Street

City/State/Zip

Code City/State/Zip Code

Daytime Phone #

Daytime Phone #

Amount of Claim: \$ _____ (Do not include filing fees) **Date of Loss:** _____

Nature of Claim: _____

Plaintiffs Signature: _____ **Date:** _____