



Division of Labor Standards  
Harriman State Office Campus  
Albany, NY 12240  
www.labor.ny.gov

## **Guidance for Small Claims Court Actions**

The Small Claims Court is an informal court where individuals can sue without a lawyer, for money only, up to \$3,000 in Town or Village Courts, and \$5,000 in City Courts. If your claim for damages is more than \$3,000, or \$5,000, you cannot separate it into two or more claims to avoid going over the maximum. If your claim is over the maximum, you may sue in Civil Court.

There is a Small Claims Court in every city, town and village in New York State.

To file a claim you must fill out forms and provide the correct business name, legal name, and business address. To find the business legal name, a County Clerk’s office can help you.

You will have to pay a maximum \$20.00 filing fee, depending on the amount of the claim, or where you live.

If you need an interpreter, the Court can provide one free of charge.

### **If you live in New York City, contact the following Court offices:**

Bronx County	851 Grand Concourse	Bronx	NY 10451	(718) 618-2517
Kings County	141 Livingston St.	Brooklyn	NY 11201	(347) 404-9021
New York County (Harlem)	170 East 121 St.	New York	NY 10035	(212) 360-4113
(Manhattan)	111 Centre St.	New York	NY 10013	(646) 386-5484
Queens County	89-17 Sutphin Blvd.	Jamaica	NY 11435	(718) 262-7122
Richmond County	927 Castleton Ave.	Staten Island	NY 10310	(718) 675-8460

### **If you live outside of New York City:**

Consult your telephone book for the address and phone number of your local court, or use the court locator on the New York courts website: [www.nycourts.gov](http://www.nycourts.gov). Call your local court for information about filing a claim.

On the New York State Unified Court System website, you can find the following information about taking small claims court action:

- Filing a claim
- Preparing your case
- The trial
- Collecting on the judgment

Go to [www.nycourts.gov](http://www.nycourts.gov) and search publications:

- *Small Claims Handbook; City, Town & Village Courts*
- *Small Claims Court Guide; NYC, Nassau and Suffolk Counties*

Direct any other questions to the New York State Unified Court System at (800) 268-7869.