



## Guidance for Small Claims or Civil Court Actions

You may pursue claims for unpaid wages, wage supplements, overtime pay, damages, etc. in Small Claims Court.

Small Claims Court is an informal court where individuals can sue without a lawyer, for money only. You may sue for up to \$3,000 in Town or Village Courts, and \$5,000 in City Courts. If your claim 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) 828-7588
Manhattan	111 Centre St.	New York	NY 10013	(646) 386-5484
Queens County	89-17 Sutphin Blvd.	Jamaica	NY 11435	(718) 262-7123
Richmond County	927 Castleton Ave.	Staten Island	NY 10310	(718) 675-8460

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

Visit 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.

You can find the following information about taking small claims or civil court action on the **New York State Unified Court System** website:

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

Go to [www.nycourts.gov](http://www.nycourts.gov) and search these 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 1-800-CourtNY (800) 268-7869 or <mailto:question@nycourts.gov>.