

Interpretation services are provided, free of charge, in over 250 languages. Below is a list of some of the languages available:

|                 |                  |
|-----------------|------------------|
| عربي            | Монгол           |
| বাংলা           | <b>Polski</b>    |
| 廣東話             | <b>Português</b> |
| Deutsch         | ਪੰਜਾਬੀ           |
| <b>Español</b>  | Русский          |
| فارسي           | Română           |
| <b>Français</b> | <b>Shqip</b>     |
| Ελληνικά        | <b>Tagalog</b>   |
| <b>Kreyól</b>   | Tiếng Việt       |
| תּוֹכַח         | Türkçe           |
| हिंदी           | Wolof            |
| <b>Italiano</b> | Українська       |
| 日本語             | أردو             |
| 한국어             | עברית            |
| 國語              |                  |

**Reasonable Accommodation:** If you have a disability and require a reasonable accommodation, call 1-844-628-4692.

### If I disagree with the OATH hearing decision, what do I do?

- You can file an appeal. Follow the instructions on how to appeal at [nyc.gov/oath](http://nyc.gov/oath) or follow the directions that are on the back of your hearing decision.

*You are not allowed to appeal if you admitted to the charge, accepted a settlement/stipulation, or did not appear for your hearing.*

### Bronx

3030 Third Avenue  
Bronx, NY 10455  
Monday – Thursday  
(8:00am – 5:00pm)

### Brooklyn

9 Bond Street, 6<sup>th</sup> & 7<sup>th</sup> Floor  
Brooklyn, NY 11201  
Monday – Friday  
(8:00am – 5:00pm)

### Manhattan

66 John Street, 10<sup>th</sup> & 11<sup>th</sup> Floor  
New York, NY 10038  
Monday – Friday  
(8:00am – 5:00pm)

### Staten Island

350 Marks Place, Main Floor  
Staten Island, NY 10301  
Monday – Friday  
(8:00am – 4:00pm)

### Queens

#### Vehicle for Hire and Health/Restaurant Cases:

31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Long Island City, NY 11101  
Monday – Friday  
(8:00am – 5:00pm)

#### All other cases:

144-06 94<sup>th</sup> Avenue, Main Floor  
Jamaica, NY 11435  
Monday – Friday  
(8:00am – 5:00pm)

**1-844-OATH-NYC**  
**(1-844-628-4692)**



### What is the OATH Hearings Division?

The NYC Office of Administrative Trials and Hearings (OATH) is an independent administrative law court that is responsible for conducting trials and hearings on cases brought by New York City's agencies, boards or commissions.

The OATH Hearings Division conducts hearings on alleged violations issued by the City's various enforcement agencies, such as the Departments of Buildings, Sanitation, Health, Consumer Affairs and the Taxi and Limousine Commission.

### Why did I get a Summons or Notice?

Your Summons or Notice was issued by a NYC agency responsible for enforcing the law. OATH is an administrative court and does not conduct inspections or issue summonses. If you have questions about why you received the Summons or Notice, contact the City enforcement agency that issued you the Summons or Notice.

## What can I do if I get a Summons or Notice?

If you receive a Summons or Notice you may be able to:

- Admit to the summons and pay the penalty. Check the notice or summons to see if you can admit and pay the penalty;
- Accept a settlement or stipulation from the enforcement agency if one is offered;
- Contest the charges by participating in an OATH hearing.

### Accepting a Settlement or Stipulation Offer:

In order to accept the settlement or stipulation offer you must admit to the charges, waive your right to a hearing, pay the settlement amount offered by the enforcement agency and comply with the terms of the offer.

### Contest the Charges by Having a Hearing:

OATH provides convenient ways for you to contest alleged violations issued by the City's enforcement agencies *without* having to come to an OATH Hearings Center for a hearing in person.

Nearly all summonses issued by the Departments of Sanitation, Health & Mental Hygiene, Environmental Protection, Transportation, Parks & Recreation, as well

as some summonses issued by the Departments of Buildings and Fire can be contested at your convenience with one or more of the hearing methods listed below. When contesting summonses using these remote hearing methods OATH **must** receive your defense *on or before* the scheduled hearing date.



**Hearing by Phone**  
(212) 436-0777



**One-Click (online) Hearing**  
[www.nyc.gov/oath](http://www.nyc.gov/oath)



**Hearing by Mail**  
OATH Remote Hearings Unit  
66 John Street 10<sup>th</sup> floor  
New York, NY 10038

*To learn more, visit [www.nyc.gov/oath](http://www.nyc.gov/oath)*

If you do not pay, accept a settlement or stipulation, or contest your summons by phone, online, or by mail, you **must** appear in person for your hearing.

## What Should I Expect at an In-person OATH Hearing?

- Although you do not need an attorney, you may hire one at your own expense or you may authorize a representative to appear on your behalf.

| SUMMONS • FOR CIVIL PENALTIES ONLY                                                                                                                                                |                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agency logo here                                                                                                                                                                  |                                    |
| SUMMONS NUMBER:                                                                                                                                                                   |                                    |
| ENFORCEMENT AGENCY:                                                                                                                                                               |                                    |
| DIVISION:                                                                                                                                                                         |                                    |
| AGENCY ADDRESS:                                                                                                                                                                   | Phone Number:                      |
| RESPONDENT:                                                                                                                                                                       | DBA:                               |
| Mailing Address:                                                                                                                                                                  | ID NUMBER:                         |
| Cell Phone:                                                                                                                                                                       | TYPE OF ID AND ISSUED BY:          |
| DATE and TIME OF OCCURRENCE:                                                                                                                                                      | START AND END TIMES OF INSPECTION: |
| PLACE OF OCCURRENCE:                                                                                                                                                              | BOROUGH:                           |
| You must respond to this Summons. You can appear at the hearing date and location below or choose another option. For other options on how to respond, see the back of this page. |                                    |
| HEARING DATE: August 24, 2016 AT: 8:30 AM                                                                                                                                         |                                    |
| HEARING LOCATION: Office of Administrative Trials & Hearings                                                                                                                      |                                    |
| 66 John Street, 10 <sup>th</sup> Floor, New York, NY 10038 Phone: (844)628-4692                                                                                                   |                                    |
| Refer to the Summons number above on all communications.                                                                                                                          |                                    |

- Come to OATH on the date and time listed on the front of your summons.
- Bring any papers, photos, and witnesses to support your case.
- When you arrive, sign in and wait for a hearing officer to call your case.
- The hearing will take place in a hearing room before a hearing officer.
- The hearing officer will swear you in and take your testimony and evidence. All hearings are audio-recorded.
- The hearing officer will tell you if he or she is able to issue the decision in your case immediately. If so, you can return to the waiting room to wait for the hearing officer's decision.
- Otherwise, OATH will send the decision by mail to you at the address that OATH has on record and to the agency that charged you with the alleged violation.