



## REPRESENTATIVES APPEARING BEFORE THE OATH HEARINGS DIVISION

On July 1, 2015, a New York City Rule governing representatives at the OATH Hearings Division went into effect\*

- Representatives who represent more than 1 respondent per calendar year must register with the OATH Hearings Division.
- Representatives must renew their registration with the OATH Hearings Division by **January 15, 2016** in order to appear at OATH during the 2016 calendar year.
- Representatives can get a ***Representative Registration Form*** from an OATH Hearings Division Clerk.

In 2016, a Registered Representative will also have to submit a new form, ***Authorization for Registered Representative to Appear***, from each respondent that he/she represents.

- Representatives can obtain the form, ***Authorization for Registered Representative to Appear***, from an OATH Hearings Division Clerk or on the OATH Hearings Division website at [www.nyc.gov/oath](http://www.nyc.gov/oath)
- Forms are available in several languages. Representatives and respondents should use the Authorization form that is in the respondent's preferred language.

\*Registration is not required if you are an attorney or are only representing family members.