



# OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Hearings Division

## WHAT HAPPENS NEXT

PLEASE WAIT FOR THE HEARING OFFICER'S DECISION.

IF YOU CANNOT WAIT, PLEASE NOTIFY RECEPTION.

### IF YOUR CASE IS DISMISSED:

The enforcement agency that issued the Notice or Summons may choose to appeal the OATH Hearings Division decision.

If this happens, you may visit OATH's website [www.nyc.gov/oath](http://www.nyc.gov/oath) for more information about how to respond to an appeal.

### IF YOU ARE FOUND IN VIOLATION:

**YOU MUST PAY THE PENALTY WITHIN 30 DAYS OF THE DATE THE DECISION WAS GIVEN OR SENT TO YOU**

**To pay by mail**, make a check or money order out to:

OATH Hearings Division  
P.O. Box 4199 Church Street Station  
New York, NY 10261-4199  
You must write the Notice or Summons number on the check or money order.

**To pay in person** at our *Brooklyn* and *Manhattan* offices, bring your payment to the cashier's window at the Hearings Division (no cash accepted).

**To pay online**, go to:

- [www.nyc.gov/mylicense](http://www.nyc.gov/mylicense)
- You may use your credit card or debit card.
- You will need the notice or summons number to make an online payment.

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### IF YOU DISAGREE WITH THE DECISION, YOU HAVE A RIGHT TO APPEAL

- You must use the Hearings Division Appeal Application form to appeal.
- All instructions and forms, including an online appeal form, can be found on OATH's website at [www.nyc.gov/oath](http://www.nyc.gov/oath)