

## OFFICE LOCATIONS



### What should I do if I am unable to appear for the hearing?

You can reschedule the hearing if you call at least five business days before the first scheduled hearing date. Please call the Tribunal at (718) 391-5718.

If it is less than 5 days before the scheduled hearing date, you must appear before an ALJ at the Tribunal office and ask the ALJ for an adjournment. The adjournment will only be granted if the ALJ determines that you have a good reason.

### What should I do if I missed the hearing date?

If you did not appear on the hearing date, you may have been found guilty by default.

If you were found guilty, you have two (2) options. Pay the fine, or request a new hearing by filing a Motion to Vacate.

#### Long Island City

32-02 Queens Blvd. 3rd Floor  
Long Island City, NY 11101

8:00 AM to 4:30 PM

Monday through Friday excluding holidays.

#### Lower Manhattan

33 Beaver Street 19<sup>th</sup> Floor  
New York, NY 10004

8:00 AM to 4:30 PM

Monday through Friday excluding holidays.

#### JFK Airport

JFK Hearing Office  
Building #14  
Jamaica, NY 11430

7:30 AM to 3:15 PM

Monday, Tuesday & Thursday excluding holidays.

#### Staten Island

350 St. Marks Place, Main Floor  
Staten Island, NY 10302

9:00 AM to 4:00 PM

Tuesday, Thursday & Friday excluding holidays.



### What is the OATH Tax & Limousine Tribunal?

The OATH Tax & Limousine Tribunal is a division of the NYC Office of Administrative Trials and Hearings (OATH). This court holds hearings for summonses issued by the NYC Taxi and Limousine Commission (TLC). OATH Tax & Limousine Tribunal judges are independent decision-makers who will hear your case.

### Why did I get a Summons?

The OATH Tax & Limousine Tribunal does not issue summonses. If you need more information, call the TLC.

### Your License

OATH is separate from the TLC. The TLC is the agency responsible for enforcing rules and issuing licenses. For questions about your license, please contact the TLC.

## What can I do if I get a summons?

### Admit & Pay the Fine

- If a specific fine is designated on the front of the ticket, check the “guilty” box on the back of the ticket, follow the instructions and mail it with your payment within 14 days after receiving the summons.
- You may also pay in person at the Long Island City, Lower Manhattan or JFK location. Pay by cash, money order, credit cards, or debit card. The JFK Tribunal will not accept credit or debit cards.
- If your summons indicates “personal appearance required” you may not plead guilty by mail and you must come to the Tribunal.

..... or .....

### Appear for a Hearing in Person

- Come on the date, time and location listed on the ticket.

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| <b>NYC</b><br>Taxi & Limousine<br>Commission   | David Yassky Commissioner<br>Uniformed Services Bureau<br>24-55 80 <sup>th</sup> West<br>Woodside, New York 11377<br>+1 212 227 6324 tel |
| License # xxxxxx   | Summons # PVXXXXXX   |
| RESPONDENT'S NAME<br>RESPONDENT'S ADDRESS<br>RESPONDENT'S CITY STATE ZIP   | Issued: 10/28/2011   |
| You Must Appear for a Hearing: *   |  |
| Where: OATH Taxi and Limousine Tribunal, 3rd Fl, 32-02 Queens Blvd, Long Island City, New York 11101<br>When: 12/12/2011 at 11:00 AM |  |

- Please bring photo identification and a copy of your ticket.
- Non TLC licensees **must** appear personally.

## What should I expect if I choose to come to a hearing?

You do not need an attorney, you can represent yourself. However, you may hire an attorney or an authorized representative if you choose.



A TLC representative may be present at the hearing.

- The hearing will take place in a hearing room before an Administrative Law Judge (ALJ). The ALJ has the authority to decide whether or not you are guilty of the charge.
- You may bring witnesses to testify for you. You may also bring any papers that you want the judge to consider.
- After the hearing, you will be directed to the waiting room where you will receive the ALJ's decision.

Interpretation services are provided free of charge, in over 150 languages, or you may bring a translator if you prefer. Some of the languages are:

|          |            |
|----------|------------|
| عربي     | Монгол     |
| বাংলা    | Polski     |
| 廣東話      | Português  |
| Deutsch  | русский    |
| Español  | Русский    |
| فارسي    | Română     |
| Français | Shqip      |
| Ελληνικά | Tagalog    |
| Kreyól   | Tiếng Việt |
| ಕನ್ನಡ    | Türkçe     |
| இந்திய   | Wolof      |
| Ital no  | Українська |
| 日本語      | اردو       |
| 한국어      | אדיש       |
| 國語       |            |

## Points

The ALJ must assess points when required by law. TLC licensees are assessed points when found in violation of certain violations of TLC Rules.

- Points are added to a licensee's record using the date of the violation, not the hearing date.
- Accumulation of 6 or more points during a 15 month period may result in the suspension of your license by TLC.
- Accumulation of 10 or more points during a 15 month period may result in revocation of your license by TLC.

## What should I do if I disagree with the judge's decision?

- You can file an appeal within 30 days of the decision.
- You do not have to pay the fine until a decision on the appeal is made.
- Appeals may be submitted using the OATH Taxi & Limousine Tribunal Appeal Form. The appeal form is available at Tribunal locations and on the OATH website in the Taxi & Limousine Tribunal section.

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|---|---|
| <b>OATH</b><br>Taxi & Limousine<br>Tribunal<br>A Division of the Office of Administrative Trials and Hearings   | 32-02 Queens Boulevard, 3rd Floor<br>Long Island City, NY 11101 |
| <b>APPEAL FORM</b>  |   |
| <ul style="list-style-type: none"> <li>• Use this form only if you want to appeal the decision from your hearing.</li> <li>• If you accept the judge's decision, you should not submit this form.</li> <li>• If you disagree with an Inquest Determination, you must file a Motion to Vacate form.</li> </ul> |   |
| GENERAL INSTRUCTIONS FOR COMPLETING THE APPEAL  |   |

For more information about appeals visit the OATH web site at [www.nyc.gov/oath](http://www.nyc.gov/oath)