



# OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Help Center

## WHAT IS A “SUMMONS”?

A “**Summons**,” also known as a “ticket,” is a document that informs a person or business that they have been charged by a New York City agency with violating a New York City law, rule or regulation and tells them that they, or a representative, must appear at OATH on a certain date to respond to that charge. The Summons may be delivered to you in person, by mail, or it might have been “posted” (i.e. taped) to the door of the premises.

The way the summons was delivered to you is called “**service**.” Service is important because there are specific rules about how a summons must be delivered.

*For more information about the way a summons must be delivered to you, please speak with an OATH Help Center representative.*

## WHAT INFORMATION MUST BE INCLUDED IN A SUMMONS?

1. The name and address (if known) of the person or business being charged with a violation. This person or business is known as the “**respondent**.”
2. “A clear and concise statement sufficient to inform” the respondent “of the essential facts” that allegedly amount to the violation/s they were charged with, including the date, place, and time.
3. Enough information for the respondent to have “specific notification of the section or sections of the law, rule, or regulation alleged to have been violated.”
4. Enough information for the respondent “to calculate the maximum penalty” they will face if it is found that they committed the violation/s.
5. Notice to the respondent of the date, time, and location where the hearing will be held. The date must be at least fifteen (15) calendar days after the summons was issued, but, the respondent can request to have the hearing held earlier.
6. Notice to the respondent that if they fail to appear for the hearing, they will be deemed in default and will be found “in violation.”
7. Information adequate to inform the respondent of his or her rights under OATH’s Rules.

**IF YOUR SUMMONS IS MISSING ANY OF THE INFORMATION MENTIONED ABOVE, IT MAY BE IN YOUR BEST INTEREST TO DISCUSS THAT ISSUE DURING YOUR OATH HEARING.**