



# How To REQUEST RECORDS FROM OATH

## WHO IS REQUESTING RECORDS?

- If you are a respondent or the respondent's registered representative, please fill out the *Document Request Form*.
- If you are neither the respondent nor the registered representative, please fill out a FOIL Request.

## HOW TO MAKE A FOIL REQUEST:

### ONLINE REQUEST (EASIEST METHOD)

1. Go to [www.nyc.gov/openrecords](http://www.nyc.gov/openrecords)
2. Click "Request a Record"
3. Select "Office of Administrative Trials and Hearings" as "agency"
4. Be specific about the records you are requesting (e.g. provide summons numbers, date ranges, types of documents you are requesting, etc.)

**Please note:** If you do not provide an email address, you will have to pay for the cost of duplicating the records before we will send you the records (25 cents per page and 63 cents per disk).

### BY MAIL/HAND DELIVERY

- Fill out the *FOIL Request Form*.
- Please provide an email address, if possible, to receive notification of acknowledgment and the requested records.

The screenshot shows the NYC Open Records website. The header includes the NYC logo, 'OpenRecords', and a search bar. The main content area has a welcome message and a 'Request a Record' button, which is circled in yellow. Below the button is a 'How To Use This Tool' button. To the right, there is a 'Request a Record' form with a 'Category (optional)' dropdown and a 'What agency has the records you want? (required)' dropdown. The agency dropdown is open, showing a list of agencies, with 'Office of Administrative Trials and Hearings' selected. A note on the right side of the form states: 'Note: The agency, category, and request will be visible to the public. Personal information will not be visible.' An 'Example T' section is also visible on the right.