



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
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 OpenRecords website. At the top, there is a navigation bar with links for 'Request a Record', 'View Requests', 'Track an Existing Record', 'Report', 'FAQ', 'About', and 'Contact'. Below the navigation bar, a large heading reads 'Welcome to NYC Government's home for filing Freedom of Information Law (FOIL) requests.' To the right of this heading is a sidebar with a 'Looking for Something Else?' section containing links to 'NYC.gov' and 'NYC 311'. The main content area is titled 'Request a Record' and contains instructions: 'Please make your request specific so you receive the fastest service. After you submit a FOIL request you will receive a confirmation number so you can track the status of the response. The agency will notify you about how much time is required to respond to your request.' Below this, there is a 'Category (optional)' dropdown menu, a question 'What agency has the records you want? (required)', and a list of agency names. The 'Office of Administrative Trials and Hearings' is selected and highlighted in blue. A note on the right side states: 'Example T Public Advocate E Note: The agency, category and request will be visible to the public. Personal information will be redacted.'