


# RESPONDING TO A SUMMONS AT OATH

## STEP 1

### Check Your Hearing Date

Check your summons for your hearing date. If you don't have a copy of your summons, search on the [Summons Finder](#) or call the Hearings Division at (844)-628-4692.

			
<b>SUMMONS TO APPEAR FOR CIVIL PENALTIES ONLY</b>			
SUMMONS NUMBER: <b>0000 000 000</b>			
ENFORCEMENT AGENCY: <b>Police Department</b>			
Respondent Last Name	First	M.I.	
Phone No	<input type="checkbox"/> Cell <input type="checkbox"/> Home	D.O.B. MM/DD/YY	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address			
ID Number		ID Type	
Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hisp. White <input type="checkbox"/> Hisp. Black <input type="checkbox"/> Am. Ind./Alaskan Native <input type="checkbox"/> Asian/Pacific. Is.			
Date of Occurrence MM / DD / YY		Time of Occurrence HH : MM <input type="checkbox"/> AM <input type="checkbox"/> PM	
Place of Occurrence ( <input type="checkbox"/> At <input type="checkbox"/> In Front Of <input type="checkbox"/> Opposite)			Precinct
<b>Include the summons number above on all communications</b>			
HEARING DATE: <u>MM / DD / YY</u> AT: <u>HH : MM</u> <input type="checkbox"/> AM <input type="checkbox"/> PM			
<b>You must respond by the above date. See the BACK OF THIS SUMMONS to learn about your options.</b>			
<b>WARNING:</b> If you do not respond, you may be found automatically responsible and you may owe larger penalties. If you do not pay any imposed penalties, you may lose your ability to keep or get a City license, permit or registration. The City might also take further legal action against you. See the back for more information.			
<b>Hearing Location:</b> Office of Administrative Trials and Hearings (OATH)			
Borough: _____		(See back for address) <b>(844) 628-4692</b> <a href="http://www.nyc.gov/oath">www.nyc.gov/oath</a>	

To reschedule your hearing date, go to [nyc.gov/oath/reschedule](http://nyc.gov/oath/reschedule).

## STEP 2

### Decide How You Want to Respond: Admit and Pay, Cure or Settle, or Fight Summons at Hearing

If you want to admit to the violation and pay the fine, go to [Payments/Penalties](#) section of the website.

**PAY HERE**

For some violations, you may be able to cure the violation before your hearing or agree on a settlement with the issuing agency. If you are unrepresented, contact [Manhelpcenter@oath.nyc.gov](mailto:Manhelpcenter@oath.nyc.gov) or (212) 436-0845.

### Sign up for text message reminders about your hearing date

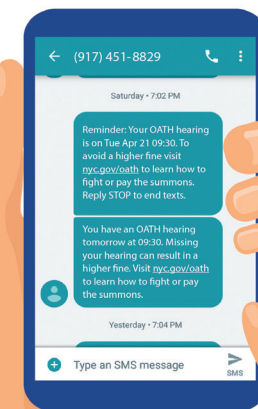


**NEVER MISS  
A HEARING AGAIN!**

Opt-in for text message reminders  
by texting "OATHReminder"  
to (917) 451-8829

You will then be prompted to enter the  
summons number for the summons that  
you want reminders for.

Message and data rates may apply.



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## STEP 3

### Prepare for Your Hearing

Review your summons, including the charges and notes written by the issuing officer. Prepare copies of your evidence and convert to a digital format (a scan or a photograph of a document) so you can email them to the Hearing Officer during a phone hearing.

If you are unrepresented, you can contact the [OATH Help Center](#) for a free one-on-one consultation before your hearing, at [Manhelpcenter@oath.nyc.gov](mailto:Manhelpcenter@oath.nyc.gov) or (212) 436-0845.

- For small business assistance: [Smallbizhelp@oath.nyc.gov](mailto:Smallbizhelp@oath.nyc.gov)
- For veteran's assistance: [veteranshelp@oath.nyc.gov](mailto:veteranshelp@oath.nyc.gov)
- For senior citizen help: [seniorshelp@oath.nyc.gov](mailto:seniorshelp@oath.nyc.gov)



## STEP 4

### Appear On or Before Your Hearing Date

OATH hearings are generally held by phone or by submitting a written defense online.

**For phone hearings**, call the phone number in the email you receive from OATH on your hearing date, starting anytime from the hearing time listed on your summons until 2:00 PM.



To have your hearing by phone, you **must** request the phone number and PIN 3 business days before your hearing date. You can submit your request online at [www.nyc.gov/oathphone](http://www.nyc.gov/oathphone).

You will receive an email prior to your hearing with the phone number and PIN you will use to call in on your hearing date.

If you have not received your PIN the day before your hearing, please check your spam/junk email folder. If you still cannot find your PIN, contact the Help Center at (212) 436-0845 or email [Manhelpcenter@oath.nyc.gov](mailto:Manhelpcenter@oath.nyc.gov).

**For in-person hearings**, you can request a hearing in-person at an OATH office before the hearing date by emailing [LiveHearings@oath.nyc.gov](mailto:LiveHearings@oath.nyc.gov). The request for the in-person hearing must be emailed to OATH at least 5 business days prior to the scheduled hearing. Office addresses and hours of operation can be found [here](#).

**For written responses online or by mail:** Depending on the violations listed on your summons, you may be eligible to submit your response in writing online or by mail. The OATH website has information about [online submissions](#) and [mail submissions](#).

**Warning: If you do not respond on or before your hearing date, you will be found in violation by default and may face higher penalties. If this occurs, you may be eligible to request a new hearing. The [Missed Hearings](#) section of the website has necessary forms and more information about how to request a new hearing.**

***Failure to pay a hearing decision that finds you in violation of the charge or a default penalty can result in legal action by the City, a judgment against you in court, and/or denial of City license applications.***