OATH Information for Small Businesses

Why Do I Have To Come To OATH? Your business, an employee of yours, or you, have received a "Summons" issued by a NYC agency. 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.

Do I Have To Appear For The Hearing In Person? To save respondents time and travel, OATH offers remote hearings. You can have your hearing by phone, by mail, or online. If you are unable to participate in a hearing remotely, you may apply for an in-person hearing by emailing Livehearings@oath.nyc.gov. For more information on how to schedule a remote hearing please visit: https://nyc.gov/oath/summonshelp

Is There Anyone Who Can Provide Me With Assistance For My Hearing? If you do not have a lawyer or a paid professional OATH registered representative, OATH will provide you with the opportunity to speak with an OATH Help Center - Procedural Justice Coordinator, for FREE, who can provide you with legal information and resources to help you prepare your case. These individuals can provide you with information about the hearing process, the options available to you, and answer questions that you may have. These individuals *cannot* provide you with legal advice. To set up an appointment with a Help Center Procedural Justice Coordinator, please speak to a Help Center representative at OATH or contact the OATH Help Center in person at any OATH location, Monday to Friday, from 8am-5pm, via telephone at (212) 436-0845, or via email at Smallbizhelp@oath.nyc.gov.

What If English Is Not My Preferred Language? All OATH hearings and the OATH Help Center have free interpretation services available in any language that you need.

What Options Are Available To Me? You can admit to the charge listed on the summons and pay the fine provided, or you can have a hearing where you can challenge both the charge and the facts alleged on the summons, and/or present evidence and arguments related to the situation. You **may** also have the option of accepting a settlement, **if** a settlement is offered to you by the NYC agency that issued you the summons. Lastly, certain violations allow for a reduced penalty if you have corrected the problem listed in the summons prior to the **first** date scheduled for your hearing. Please contact the OATH Help Center to go over the options that are available to you.

Note: The penalty for certain violations can be monetary penalties as well as other additional responsibilities on your part.

If I Am The Business Owner Do I Need To Come To The Hearing Myself? If your business is listed on the summons you have the OPTION of appearing for the hearing and representing the business, however you can also arrange for a representative to appear on your business's behalf. A representative can be a paid attorney or professional, or it can be an employee, or anyone else that you authorize to appear for your business. Please provide your representative with the following form – SIGNED AND COMPLETED – before having them appear at OATH: https://www1.nyc.gov/assets/oath/downloads/pdf/Representative-Authorization-Form8716.pdf – This form is available in multiple languages through OATH's website as well.

What If I Have Other Questions Not Directly Related To My Hearing? Please contact the OATH Help Center and a Help Center Procedural Justice Coordinator will assist you. OATH maintains a strong working relationship with NYC's Department of Small Business Services and our Procedural Justice Coordinators can refer you to specialized agents at SBS or City resources that can help you address your specific business needs.

For Further Assistance Please Contact the OATH Help Center In Person At Any OATH Location, Monday To Friday, From 8am- 5pm, Via Telephone At (212) 436-0845, Or Via Email At Smallbizhelp@oath.nyc.gov

Bronx
260 E.161st Street
Bronx, NY 10451

Brooklyn
9 Bond Street, 6th Floor
Brooklyn, NY 11201

Manhattan
66 John Street, 11th Floor
New York, NY 10038

Queens
31-00 47th Avenue
Long Island City, NY 11101

Staten Island
350 St. Marks Place
Staten Island, NY 10301