



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS Help Center

OATH Information for Small Businesses

Why Do I Have To Come To OATH?

You will need to appear for a hearing at OATH if your business, an employee, or you have received a “Summons” issued by a NYC enforcement agency. A “Summons,” also known as a “ticket,” is a document that informs a person or business that they have been charged by an enforcement agency with violating a law, rule, or regulation and notifies 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?

Presently, most OATH hearings are being offered on a remote basis. You can have your hearing by phone, by mail, or online. If you are unable to participate in a hearing remotely, you may request an in-person hearing by emailing Livehearings@oath.nyc.gov at least five (5) BUSINESS DAYS before your hearing date. For more information on how to schedule a remote hearing please visit: <https://www.nyc.gov/site/oath/help-center/you-received-a-summons-now-what.page>

Is There Anyone Who Can Provide Me With Assistance For My Hearing?

If you do not have a lawyer or a paid, professional, registered representative, you may speak with an OATH Help Center Procedural Justice Coordinator for FREE. The Procedural Justice Coordinator may provide you with legal information and resources to help you prepare for your hearing. 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 penalty imposed, or you can have a hearing to challenge both the charge and the facts alleged in 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 the summons. Lastly, certain violations allow for a reduced penalty if you have corrected the violation listed in the summons prior to the **first** scheduled hearing date. 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 someone 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://www.nyc.gov/assets/oath/downloads/pdf/registered-rep-authorization-form-2025-en.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 to 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 8 AM-5 PM, Via Telephone At (212) 436-0845, Or Via Email At Smallbizhelp@oath.nyc.gov.

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