



REQUEST FOR EXTENSION OF TIME TO FILE APPEAL
(AND REQUEST FOR HEARING RECORDING)

- Use this form to request more time to appeal, and, if you also want, the audio recording of the hearing in order to review it before appealing.
You must also complete the PROOF OF PAYMENT and PROOF OF SERVICE sections on page 2 of this form.

Information About the Summons(es) and the Person Completing This Form

If a representative is listed, the Hearings Division will mail the determination on this request to the representative at the representative's address. If a representative is not listed, the Hearings Division will mail the determination to the address listed below.

Summons Number(s) (use an extra page if needed):

Name on Summons(es):
Mailing Address:
City, State:
Zip Code:
Telephone Number:
Email Address:
Name of Requestor:
Relationship to Respondent (if applicable):
Mailing Address:
City, State:
Zip Code:
Telephone Number:
Email Address:

Check box if you agree to receive the decision on your extension/appeal requests at the email address(es) provided above, rather than by regular mail:

Extension Request (You must check one box)

- This is a first request filed within thirty (30) days of the date of the Hearing Officer's decision, or within thirty-five (35) days if the hearing decision was mailed.
All other requests will only be granted on good cause shown. You must explain below the reason for this request. You may also attach any documents in support.

Blank lines for explaining the reason for the extension request.

Additional Request for Audio Recording (Check box if you also want the audio recording)

- I am also requesting a copy of the AUDIO RECORDING OF THE HEARING be provided to me for purposes of filing my appeal, along with my extension.

Please note that the Hearings Division prepares audio recordings at the rate of 25 cents per CD for recordings that are picked up and \$3.00 for recordings that are mailed. The Hearings Division will contact you with the total cost for preparing the audio once your request is processed. There is no cost for recordings that are emailed. Please indicate how you would like the audio recording provided to you.

- Email the audio, at no cost, to the email address(es) provided above.
I will pick up the CD(s), at the cost of 25 cents per CD.
Mail the CD(s), for \$3.00, to the address provided above.

(TURN OVER. YOU MUST COMPLETE THE NEXT PAGE)

RESPONDENTS ONLY – YOU MUST COMPLETE PROOF OF PAYMENT AND PROOF OF SERVICE BELOW

1) You MUST check “Yes” to one of the choices below in order to appeal:

- The penalty has been paid in full or payment of the full penalty has been waived by the agency.** YES NO

*The penalty must be paid in full within 30 days of the date of the hearing decision, or 35 days if the decision was mailed; otherwise your appeal will be rejected. **Filing this request does not extend the time to pay the penalty.***

Vehicle for Hire and Taxi Cases: Payment or waiver is not required if the summons is for a violation of a law or regulation enforced by the Taxi and Limousine Commission.

Consumer Cases: Even if full payment of the penalty has been waived, if the Hearing Officer’s decision orders the payment of restitution, the respondent must deposit the amount of restitution with the Department of Consumer Affairs.

Payment Plans: If the respondent has entered into a payment plan with the agency responsible for collecting payment of the fines or penalties, you must attach a copy of the payment plan.

- The respondent is eligible to complete Community Service instead of paying a civil penalty, has contacted the OATH Help Center to opt for community service, and has completed intake.** YES NO

For cases eligible for Community Service under the Criminal Justice Reform Act only, the respondent does not have to pay the penalty or complete Community Service in order to appeal so long as the respondent has contacted and completed intake with the Help Center. (Contact information for the Help Center is on the back of the hearing decision.)

- The respondent is requesting a waiver of payment of the penalty because it will be a financial hardship to pay while the appeal is being decided.** YES NO

You MUST attach proof of hardship, such as the first two pages of the respondent’s Federal tax return, and explain below how paying the penalty now would be a financial hardship for the respondent.

2a) I am sending a copy of the request to (check the box next to the agency that you are sending the copy of the request to):

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> Building Cases:
Dept. of Buildings
Administrative Enforcement
Unit 280 Broadway, 5 th Floor
New York, NY 10007 | <input type="checkbox"/> Sanitation, Recycling, Posting & Abandoned Vehicle Cases:
Department of Sanitation
Bureau of Legal Affairs
125 Worth Street, 7 th Floor
New York, NY 10013 | <input type="checkbox"/> Fire Code Cases (including fireworks):
FDNY Legal Enforcement Unit
Bureau of Legal Affairs
9 Metrotech Center, 4 th Floor
Brooklyn, NY 11201 | <input type="checkbox"/> Open Alcohol Container and Public Urination Cases
New York City Police Dept.
Attn: Legal Bureau
1 Police Plaza, Room 1406
New York, NY 10007 | <input type="checkbox"/> Health Code, Restaurant, Food Vendor, & SRO Cases
DOHMH General Counsel
42-09 28th Street, 14 th Floor CN-30
Long Island City, NY 11101-4132 |
| <input type="checkbox"/> Air, Noise, Water, RTK, HazMat & Sewer Cases:
DEP General Counsel
59-17 Junction Blvd, 19 th Fl.
Flushing, NY 11373-5108 | <input type="checkbox"/> Transportation Code & Newsrack Cases:
Dept. of Transportation
c/o Asst. Commissioner, HIQA
55 Water Street, 7 th Floor
New York, NY 10041 | <input type="checkbox"/> Parks Department, Hudson River Park & Battery Park City Cases:
Parks Dept. Counsel’s Office
The Arsenal, 830 5 th Avenue
New York, NY 10065 | <input type="checkbox"/> Public Pay Telephone Cases:
DOITT Customer Service
Coordinator
Public Pay Telephones
75 Park Place, 9th Fl.
New York, NY 10007 | <input type="checkbox"/> Finance Cases (including Sheriff’s Office):
NYC Department of Finance
Legal Affairs Division
345 Adams Street, 3rd Floor
Brooklyn, NY 11201 |
| <input type="checkbox"/> Markets Cases:
Business Integrity Comm., Gen. Counsel
100 Church Street, 20 th Floor
New York, NY 10007 | <input type="checkbox"/> Consumer & General Vendor Cases:
Dept. of Consumer Affairs, General Counsel
42 Broadway, 8 th Floor
New York, NY 10004 | <input type="checkbox"/> Landmarks Cases:
Landmarks Preservation Commission
Municipal Bldg., 1 Centre St., 9th Fl., North
New York, NY 10005 | <input type="checkbox"/> For-Hire Vehicle & Taxi Cases:
NYC Taxi & Limousine Commission
Falchi Bldg., 31-00 47th Ave.
Long Island City, NY 11101 | |

The request for an extension of time will be rejected unless you send a copy of the completed request, including any attachments, to the enforcement agency responsible for the summons(es). Note: If the respondent is requesting a hardship waiver, do not send the enforcement agency copies of the proof of hardship.

2b) You can prove that you sent a copy of the request to the agency by checking the box next to the enforcement agency in Step 2a above AND completing and signing the statement below.

I [print your name] _____, RESIDING AT [your address] _____, CERTIFY UNDER PENALTY OF PERJURY THAT I AM AUTHORIZED TO SUBMIT THIS REQUEST, THAT TO THE BEST OF MY KNOWLEDGE ALL INFORMATION I INCLUDED ON THIS FORM AND IN THE ATTACHMENTS, IF ANY, IS TRUE, AND THAT ON [date] _____ I SENT A COPY OF THIS REQUEST TO THE ENFORCEMENT AGENCY RESPONSIBLE FOR THE SUMMONS(ES) AT ITS ADDRESS LISTED ABOVE BY PLACING IT IN A U.S. POSTAL SERVICE MAILBOX OR BY OTHER MAILING SERVICE.

YOUR SIGNATURE: _____

ENFORCEMENT AGENCIES ONLY

Enforcement agencies must attach a separate affirmation indicating service on the respondent.