

## Missed Hearings

If you do not respond to a summons on, or before the hearing date, you will receive a decision in the mail that finds you in violation of the charge by default and you may have to pay a higher fine.

If you received a decision finding you in default, you have two options:

- Pay the penalty and any additional penalties that may have been imposed.

..... OR .....

- Request a new hearing.

The request for a new hearing **MUST** be submitted using OATH's *Request for a New Hearing After a Failure to Appear* form available at [nyc.gov/oath/missedhearings](http://nyc.gov/oath/missedhearings) or at all OATH Hearings Division locations. Instructions for filing the request may be found on the form and OATH's website.

Generally, you may request a new hearing only once for each summons that is in default. If the request for a new hearing is received by the OATH Hearings Division within 60 days of the date of the missed hearing, then OATH will automatically grant the request without you having to provide an explanation as to why you missed your hearing.

## Bronx

260 East 161<sup>st</sup> Street, 6<sup>th</sup> Floor  
The Bronx, NY 10451  
Monday – Friday  
8:00am – 5:00pm

## Brooklyn

9 Bond Street, 6<sup>th</sup> & 7<sup>th</sup> Floor  
Brooklyn, NY 11201  
Monday – Friday  
8:00am – 5:00pm

## Manhattan

66 John Street, 10<sup>th</sup> & 11<sup>th</sup> Floor  
New York, NY 10038  
Monday – Friday  
8:00am – 5:00pm

## Staten Island

350 Marks Place, Main Floor  
Staten Island, NY 10301  
Monday – Friday  
8:00am – 5:00pm

## Queens

31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor  
Long Island City, NY 11101  
Monday – Friday  
8:00am – 5:00pm

**1-844-OATH-NYC (1-844-628-4692)**



**Joni Kletter**  
**Commissioner & Chief Administrative Law Judge**  
**OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**  
[nyc.gov/oath](http://nyc.gov/oath)



**NYC'S INDEPENDENT AND  
IMPARTIAL ADMINISTRATIVE LAW COURT**

The OATH Hearings Division is an independent Administrative Law Court that hears and decides cases involving summonses issued by NYC enforcement agencies. OATH is separate from the agencies that issue the summonses.

## The Help Center

There is a Help Center in each of the OATH Hearings Division locations. The Help Center provides assistance and resources to assist unrepresented respondents prepare for their hearing. We help unrepresented persons:

- Understand the charges against them.
- Learn their legal rights.
- Navigate the process at OATH.
- Understand how to represent yourself at a hearing, appeal a decision, or what to do if you missed a hearing date.
- Find legal resources, where respondents can look up the law that applies to their case.

An appointment is not necessary. You can come at any time before, on or after your hearing date. You can also contact the Help Center at [HelpCenter@oath.nyc.gov](mailto:HelpCenter@oath.nyc.gov)

## Your Hearing

If you receive a summons, you may contest the charges by participating in an OATH hearing. The hearing is your chance to present your side of the case.

You should be prepared with everything you need to prove your case, including any witnesses, legal or official records, photographs, or other documents. The Hearing Officer hearing your case can only review evidence or witness statements that are presented during the hearing.

OATH hearings are informal. You may represent yourself or, at your own expense, hire an attorney or non-attorney representative.

OATH provides free, instantaneous translation services at all in-person and remote hearings.

## Reschedules

If you need to change the date of your hearing, call 1-844-628-4692, go online at [nyc.gov/oath/reschedule](http://nyc.gov/oath/reschedule), or come in person to any Hearings Division location before the scheduled hearing date. Each party may only make one request to reschedule.

## Admits/Settlements

If you do not wish to appear for a hearing and your summons has a mail-in penalty, you may admit to the summons and pay the penalty by mail, online, or in person at any Hearings Division location. Additionally, if the enforcement agency offered you a settlement, you may accept the settlement without appearing at a hearing.

## Remote Hearings

Some types of summonses may be contested online, by mail, by phone, or by webcam on or before the hearing date. If your summons says, "Must Appear," then you must appear in person for your hearing.



**An Online Hearing** allows you to fight the summons by using a simple, online form at [nyc.gov/oath/hearingonline](http://nyc.gov/oath/hearingonline). If you want to have an Online Hearing, the form must be submitted to the Hearings Division on or before the hearing date.



**A Hearing by Phone** allows you to fight the summons by telling a Hearing Officer over the phone why you think the charges on a summons should be dismissed. You can call the OATH Remote Hearings Unit at **(212) 436-0777** before the scheduled hearing date to schedule your Phone Hearing.



**A Video (Webcam) Hearing** allows you to fight the summons by telling a Hearing Officer over video or webcam why you think the charges on a summons should be dismissed. You can call the OATH Remote Hearings Unit at **(212) 436-0777** before the scheduled hearing date to schedule your Video Hearing. They will send you a link to the hearing via email.



**A Hearing by Mail** allows you to fight the summons by sending a written defense to the OATH Hearings Division by regular mail. If you want to have a Hearing by Mail you must send your defense letter to the address below before the hearing date on the summons. You may include other documents to support your case.  
**OATH Remote Hearings Unit**  
**66 John Street, 10th Floor**  
**New York, NY 10038**

## Appealing a Hearing Decision

After your hearing, the OATH Hearings Division will give or mail the decision to you. If you disagree with the decision, you may file an appeal.

You MUST use OATH's appeal form available online at [nyc.gov/oath/appeal](http://nyc.gov/oath/appeal) or at all Hearings Division locations to submit your appeal. Instructions for filing an appeal may be found on the form and OATH's website.

Your appeal MUST be received by the OATH Hearings Division within 30 days of the decision date, or 35 days if the decision was mailed to you.

## The Ombudsperson

The Ombudsperson seeks to ensure fairness and transparency in OATH's decision-making process by answering questions about OATH's procedures, addressing concerns, fielding complaints, and acting on suggestions on how to improve OATH.

The Ombudsperson can be contacted by stopping by any Help Center location or by emailing [Ombudsperson@oath.nyc.gov](mailto:Ombudsperson@oath.nyc.gov)