



### What should I do if I am unable to appear for the hearing?

You can request to reschedule your hearing if you call at least five business days before the scheduled hearing date. Please call OATH at 1-844-OATH-NYC (1-844-628-4692).

You can also submit a reschedule request online. Visit [www.nyc.gov/oath](http://www.nyc.gov/oath) to find the online form.

If it is fewer than 5 business days before the scheduled hearing date, you must appear before a hearing officer at the scheduled hearing and ask the hearing officer for an adjournment. The adjournment will only be granted if the hearing officer determines that you have a good reason.

### What should I do if I missed the hearing date?

If you did not appear on the hearing date, you may have been found guilty by default. If you were found guilty, you have two (2) options:

- Pay the fine; or
- Request a new hearing by filing a Motion to Vacate the Default.

Visit [www.nyc.gov/oath](http://www.nyc.gov/oath) for forms and instructions on how to apply for a new hearing after a default.

**Long Island City**  
31-00 47<sup>th</sup> Avenue, 3rd Floor  
Long Island City, NY 11101

8:00 AM to 4:30 PM  
Monday through Friday excluding holidays.

**Manhattan**  
66 John Street 11<sup>th</sup> Floor  
New York, NY 10038

8:30 AM to 4:30 PM  
Monday through Friday excluding holidays.

**Staten Island**  
350 St. Marks Place, Main Floor  
Staten Island, NY 10302

8:30 AM to 3:30 PM  
Tuesday, Thursday & Friday excluding holidays.

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

[www.nyc.gov/oath](http://www.nyc.gov/oath)



### What are OATH Taxi & Vehicle for Hire Hearings?

The NYC Office of Administrative Trials and Hearings (OATH) is the city's central, independent administrative law court. Among other types of hearings, OATH is responsible for holding hearings on summonses issued by the NYC Taxi and Limousine Commission (TLC), NYPD and Port Authority for alleged violations of TLC rules and regulations. OATH hearing officers are independent decision-makers who will hear and decide your case.

### Your License

OATH is separate from the TLC. The TLC is the agency responsible for enforcing rules and issuing licenses. For questions about your license, please contact the TLC.

### Why did I get a Summons?

OATH is an independent administrative law court. OATH does **not** issue summonses. If you need more information about your summons call the TLC.

## What can I do if I get a summons?

## What should I expect if I choose to come to a hearing?

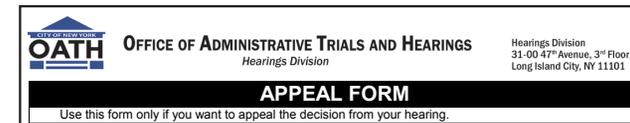
## Points

TLC licensees are assessed points when found in violation of certain TLC Rules. The hearing officer must assess points when required by law.

- Points are added to a licensee's record using the date of the violation, not the hearing date.
- Accumulation of 6 or more points during a 15 month period may result in the suspension of your license by TLC.
- Accumulation of 10 or more points during a 15 month period may result in the revocation of your license by TLC.

## What should I do if I disagree with the hearing officer's decision?

- You can file an appeal within 30 days of the decision date.
- You do not have to pay the fine until a decision on the appeal is made.
- Appeals may be submitted using the OATH Appeal Form. The Appeal Form is available at OATH locations and also on the OATH website in the *Taxi & Vehicle for Hire Hearings* section.



For more information about appeals visit the OATH web site at [www.nyc.gov/oath](http://www.nyc.gov/oath)

You do not need an attorney. You can represent yourself. However, you may hire an attorney or you may authorize a representative to represent you.



A hearing officer conducts a hearing.

- The hearing will take place in a hearing room before the OATH hearing officer. The hearing officer has the authority to decide whether or not you are guilty of the charge.
- You may bring witnesses to testify for you. You may also bring any papers that you want the hearing officer to consider.
- After the hearing, you will be directed to the waiting room where you will receive the hearing officer's decision.
- If you prefer not to wait, tell an OATH Clerk and OATH can mail the decision to you.

Interpretation services are provided free of charge, in over 150 languages or you may bring a translator if you prefer. Some of the languages OATH can provide interpretation for are listed below:

عربي	Монгол
বাংলা	Polski
廣東話	Português
Deutsch	ਪੰਜਾਬੀ
Español	Русский
فارسی	Română
Français	Shqip
Ελληνικά	Tagalog
Kreyól	Tiếng Việt
עברית	Türkçe
हिंदी	Wolof
Italiano	Українська
日本語	اردو
한국어	אדיש
國語	

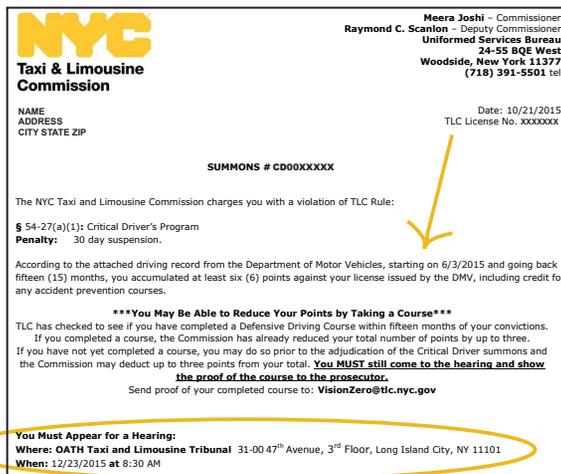
## Plead Guilty & Pay the Fine

- If a specific fine is designated on the front of the summons, check the "guilty" box on the back of the ticket, follow the instructions and mail it to the TLC with your payment within 14 days after receiving the summons.
- You may also pay in person at TLC locations.
- OATH does not accept or process payments related to TLC summonses.
- If your summons indicates "personal appearance required" you may not plead guilty by mail and you must come to the OATH hearing office listed on your summons.

..... or .....

## Appear for a Hearing in Person

- Come to the location on the date and time listed on the summons.



**NYC Taxi & Limousine Commission**  
 Raymond C. Scanlon - Deputy Commissioner  
 Meera Joshi - Commissioner  
 Uniformed Services Bureau  
 24-55 BQE West  
 Woodside, New York 11377  
 (718) 391-5501 tel

NAME: \_\_\_\_\_ Date: 10/21/2015  
 ADDRESS: \_\_\_\_\_ TLC License No. XXXXXXX  
 CITY STATE ZIP

**SUMMONS # CD00XXXX**

The NYC Taxi and Limousine Commission charges you with a violation of TLC Rule:  
 § 54-27(a)(1): Critical Driver's Program  
**Penalty:** 30 day suspension.

According to the attached driving record from the Department of Motor Vehicles, starting on 6/3/2015 and going back fifteen (15) months, you accumulated at least six (6) points against your license issued by the DMV, including credit for any accident prevention courses.

**\*\*\*You May Be Able to Reduce Your Points by Taking a Course\*\*\***  
 TLC has checked to see if you have completed a Defensive Driving Course within fifteen months of your conviction. If you completed a course, the Commission has already reduced your total number of points by up to three. If you have not yet completed a course, you may do so prior to the adjudication of the Critical Driver summons and the Commission may deduct up to three points from your total. **You MUST still come to the hearing and show the proof of the course to the prosecutor.**  
 Send proof of your completed course to: [VisionZero@tlc.nyc.gov](mailto:VisionZero@tlc.nyc.gov)

**You Must Appear for a Hearing:**  
 Where: OATH Taxi and Limousine Tribunal 31-00 47<sup>th</sup> Avenue, 3<sup>rd</sup> Floor, Long Island City, NY 11101  
 When: 12/23/2015 at 8:30 AM

- Please bring photo identification and a copy of your summons.