



## STEP 5

Complete the application and include the necessary documents.

- a) In section 4 of the appeal form, you must:
  - Identify who you are;
  - Check the correct box;
  - Print and sign your name; and
  - Date the application form.
  
- b) Include proof that you have provided the agency that issued your summons with a copy of your appeal.



## STEP 6

Mailing the Appeal. You **must** submit the following documents to the Tribunal:

- A copy of the appeal application;
- Proof that you have provided the agency that issued your summons with a copy of your appeal.

Send the completed appeal to:

OATH Hearings Division  
 Attn: Appeals Unit  
 31-00 47<sup>th</sup> Avenue, 3rd Floor  
 Long Island City, NY 11101-2324

## What Happens After the Appeal?

If you win the appeal, you may request a refund if you have already paid the imposed penalty.

If you lose the appeal and you have not paid the fine, you will be given thirty (30) days to pay the imposed penalty.

Both you and the TLC have the right to petition the Commissioner of the Taxi & Limousine Commission (TLC) if either party disagrees with the appeal decision. Contact TLC for more information.



For more information and forms, visit [www.nyc.gov/oath](http://www.nyc.gov/oath) or call 1-844-OATH-NYC (1-844-628-4692).



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS  
*Livery, For Hire Vehicle, Taxi, Commuter Van Hearings*

## Appeals Unit

## Should I Appeal?

- **Did the decision:**

- **get the facts wrong?**
  
- **miss something presented at the hearing?**
  
- **not properly apply the law?**

**If so, you have the right to appeal.**

**Just being unhappy about paying the penalty is not a reason to appeal.**

## Who can Appeal?

### ● Respondent

The person named on the summons can appeal the OATH Hearings Division decision, once the Notice of Decision has been issued by the OATH Hearings Division hearing officer.

### ● Representative

A person authorized to represent the person named on the summons can also appeal the OATH Hearings Division decision. Representatives *must* include a letter of authorization from the respondent with the appeal.

### ● The Taxi & Limousine Commission (TLC)

The Commission can appeal the OATH Hearings Division decision, once the Notice of Decision has been issued by the hearing officer.

## How do I File an Appeal?

### ✓ STEP 1

You should use the OATH Hearings Division's Appeal Form to file an appeal. You can find the appeal form online at [www.nyc.gov/oath](http://www.nyc.gov/oath). Using this form will help you file the appeal correctly.

(Top of an Appeal Application Form)

### ✓ STEP 2

The appeal has to be received by the OATH Taxi & Limousine Tribunal within **30 calendar days** from the Decision Date listed on the hearing officer's decision.

(Copy of a Decision)

### ✓ STEP 3

If you wish to request a copy of the audio recording of the hearing before you file your appeal, you must make the request within **7 calendar days of the** Decision Date on the decision. You **must** use the OATH Hearings Division *Request for Audio Recording of Hearing* form to make the request.

(Top of a Request Form)

Send the request form to the address listed on the top of the form.

If you request a copy of the audio recording of the hearing within 7 calendar days of the Decision Date, you have the choice to submit your appeal within:

- 21 days from the date the recording is mailed to you; or
- 30 days from the Decision Date.

### ✓ STEP 4

After completing all sections on the front side of the appeal form, use the space provided on the back side to explain why you think you should win your appeal.

(2<sup>nd</sup> page of an Appeal Application form)