

# SERVICE NOTICE

## COVID-19 Response: Litigation Papers, Subpoenas and FOIL Requests

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As part of the citywide response to the Coronavirus, Department of Buildings (DOB) customers are being urged to immediately limit the amount of walk-in traffic to DOB offices. Effective Friday, March 27, 2020, litigation papers, subpoenas and FOIL requests cannot be hand-delivered until further notice.

### Litigation Papers

Email litigation papers to [janeisser@buildings.nyc.gov](mailto:janeisser@buildings.nyc.gov) and [amaggio@buildings.nyc.gov](mailto:amaggio@buildings.nyc.gov).

### Subpoenas

Subpoena fees are waived. Email subpoenas to [awhite@buildings.nyc.gov](mailto:awhite@buildings.nyc.gov) and [vregis@buildings.nyc.gov](mailto:vregis@buildings.nyc.gov).

### FOIL Requests

Submit all FOIL requests via the NYC OpenRECORDS portal at [www.nyc.gov/openrecords](http://www.nyc.gov/openrecords).

**POST UNTIL: June 30, 2020**