

SERVICE NOTICE

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

As the City reopens, the Department of Buildings (DOB) continues to make safety a priority. In response to the Coronavirus, DOB has limited the amount of walk-in traffic to DOB offices by developing online processes for in-person transactions. Litigation papers, subpoenas and FOIL requests cannot be hand-delivered and must be submitted online until further notice.

Litigation Papers

The Department and/or the Commissioner (but not other named DOB employees) may be served with litigation papers that name the Department and/or the Commissioner by emailing the litigation papers to janeisser@buildings.nyc.gov and amaggio@buildings.nyc.gov.

Subpoenas

Subpoena fees are waived. Email subpoenas to awhite@buildings.nyc.gov and vregis@buildings.nyc.gov.

FOIL Requests

Submit all FOIL requests via the **NYC OpenRECORDS** portal at www.nyc.gov/openrecords.

POST UNTIL: October 30, 2020