



STANDARD CONSTRUCTION OPERATING PROCEDURE

City of New York Department of Design and Construction
Division of Infrastructure Bureau of Construction

SCOP..... : 01 -003

CATEGORY.... : ADMINISTRATION
Subcategory : LEGAL INQUIRIES

SUBJECT: LEGAL INQUIRIES

Keywords LITIGATION, LEGAL,
FOIL

APPROVED:

Assistant Commissioner - William F. Lipski, P.E.

Supersedes... : N/A
Supplements.... : N/A
Sheet..... : 1 of 1

Issue Date..... : March 15, 2001

All litigation-related inquiries regarding construction projects or activities including FOIL (Freedom of Information Law) requests must be promptly referred to the DDC Legal division, prior to rendering any technical assistance. After the referral is made, the Legal division will then authorize any direct contact or information releases. All calls/correspondence must be referred to Gregory Hunt, Attorney-In-Charge of Litigation, at (718) 391-1810 or his assistant, Zalina Rahman at (718)391-1714.

This policy applies to all inquiries including those from the NYC Corporation Counsel, outside law firms representing the City, and private Law Firms. This procedure ensures timely responses to litigation matters and the control of information that leaves the Agency.