



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Hearings Division

66 John St., 10th Floor
New York, NY 10038

For Internal Use Only

Old hearing date: _____

New hearing date: _____

Request taken by: _____

Notes: _____

ENFORCEMENT AGENCY'S REQUEST FOR A NEW HEARING DATE (RESCHEDULE)

- A request to reschedule must be received by the Hearings Division prior to the time of the scheduled hearing.
- Only one request to reschedule will be granted for each party for each summons/notice number.
- Enforcement Agency must notify the Respondent of this request at least three business days prior to the scheduled hearing, unless the Respondent completes the waiver section below.

Information About the Person Completing This Form

Date of request: _____ Is this the Enforcement Agency's first request for a new hearing date? Yes No

Name: _____ Title: _____ Enforcement Agency: _____

Telephone number: _____ Email address: _____

Has Respondent been notified of this request at least three business days prior to the scheduled hearing?

Yes Provide the contact information you used to reach Respondent: _____

No If you answered no, the Respondent **MUST** complete the following waiver:

RESPONDENT'S WAIVER OF THE THREE DAY PRIOR NOTIFICATION REQUIREMENT

I, [print name] _____, [sign name] _____ waive the requirement that the Enforcement Agency notify Respondent of its request to reschedule at least three business days prior to the scheduled hearing.

OATH can contact me at: _____

Are you the named Respondent on the summons(es)/notice(s)? Yes No

If you are not the named Respondent, you **must** answer the following questions:

a) Check the box that best describes who you are:

Owner of property/business

General/Managing agent

Employee of respondent

Partner/officer of respondent company

Other (friend, relative, etc...), describe _____

Registered representative

Attorney

b) Are you authorized to represent the Respondent? Yes No

c) What is the name of the person who authorized you to sign this waiver? _____

d) What is that person's relationship to the Respondent? For example, if the summons/notice names a corporation as the Respondent, tell us what that person's job or title is at the corporation. _____

Information About the Summons(es)/Notice(s)

Summons/notice numbers: _____

CAMIS number or TLC license number (if applicable): _____

Name of Respondent, exactly as it is written on the top of the summons(es)/notice(s): _____

I [print your name] _____ CERTIFY UNDER PENALTY OF PERJURY THAT I AM AUTHORIZED TO COMPLETE AND SUBMIT THIS REQUEST AND THAT TO THE BEST OF MY KNOWLEDGE, ALL INFORMATION I INCLUDED ON THIS FORM AND IN THE ATTACHMENTS, IF ANY, IS TRUE.

YOUR SIGNATURE: _____