



## **If You Have Received A Summons Where Your Property Was Taken Away**

### **Was Your Property Taken?:**

In certain cases, authorities may have removed your property from you. The property taken may have been your car, mobile food vending cart or truck, electronic bike or motorized scooter. For these cases, there is a process to follow to get your property back.

### **You May Challenge The Summons:**

You have the right to an “expedited hearing” to challenge the summons that you received. This means you can have a hearing right away. You do not have to wait for the hearing date that is printed on your summons.

1. **To get an expedited hearing, you must visit the OATH location printed on your summons.** \*Note: OATH is currently **only** conducting expedited hearings remotely due to COVID-19 and you may request a hearing by calling (844) 628-4692.
2. OATH will coordinate the hearing schedule and inform you of the date and time of the hearing (typically within 72 hours of receipt of request). For some violations, the officer who issued the summons will appear at the hearing.
3. After the hearing, you will be given a decision that day by an OATH Hearing Officer who will decide if your summons should be “Dismissed” or found “In Violation.”

### **You May Admit To The Summons And Pay The Fine:**

You also have the option to admit to the summons and pay the fine required without having a hearing. To do so, you will need your summons number. You can pay the penalty [online](#), by mail (by mailing your payment to: Finance Commissioner, City of New York, PO Box 4199, Church Street Station, New York, NY 10261-4199) or in person. \*Note: Due to current circumstances, OATH is only accepting in person payments at the Manhattan OATH office.

### **Can Someone Help Me Understand The Summons(es) That I Received?**

Yes, OATH has a Help Center staffed by Procedural Justice Coordinators who can meet with you and explain the charges, the hearing process, potential penalties, the steps to follow to get your property back, how to correct any violations, and more! Please see below for instructions on contacting the Help Center.

### **Can I Get My Property Back?**

While most property will be returned to you following the process below, there is some vending property that the City may want to keep. A decision about the possible keeping of your property will be made by the New York City Law Department (see step 7 below).

### **If My Property Is Eligible For Return, How Can I Get My Property Back?:**

Where your property is returnable, you will need the following:

1. A copy of the OATH decision dismissing your summons or finding you “In Violation.”
2. A receipt showing payment of your penalty, if any.
3. The “invoice number” for the property taken. (You can get this by contacting the police precinct who issued the summons).
4. Your photo ID, containing your address.
5. Proof of ownership of the property that was taken. Please note that additional proof may be required if someone else owned the property that was taken from you.
6. A copy of the summons.



**OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**  
*Help Center*

7. **For vendors:** Once you have obtained the above listed documents, email a complete and clear copy of each document to: [ALVendors@law.nyc.gov](mailto:ALVendors@law.nyc.gov) and you will be given further instructions on whether your property is eligible for return, and, if so, how to obtain your property.
8. **For non-vendors:** Once you are ready to get your property, contact the Erie Basin Auto Pound at (718) 246-2031 to confirm what you need in order to get your property back. In the unlikely event that your property is not located there, please contact the OATH Help Center or the precinct that issued the summons to you (which is listed on your summons) for further assistance.

**\* Please note that only the enforcement agency who took your property has the authority to return it to you.\***

**For Further Assistance, Please Contact The Oath Help Center In Person At Any OATH Location, Monday To Friday, From 8:00am-5:00pm, Via Telephone At (212) 436-0845, Or By Email At [Manhelpcenter@oath.nyc.gov](mailto:Manhelpcenter@oath.nyc.gov). Please note that, due to COVID-19, in-person assistance is currently not available.**

**Bronx**  
260 E.161<sup>st</sup> Street  
Bronx, NY 10451

**Brooklyn**  
9 Bond Street, 6<sup>th</sup> Floor  
Brooklyn, NY 11201

**Manhattan**  
66 John Street, 11<sup>th</sup> Floor  
New York, NY 10038

**Queens**  
31-00 47<sup>th</sup> Avenue  
Long Island City, NY 11101

**Staten Island**  
350 St. Marks Place  
Staten Island, NY 10301