

ECB OFFICE LOCATIONS

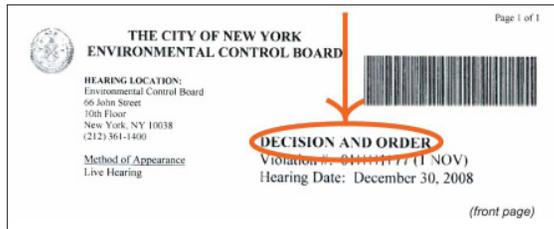


Environmental Control Board
A Division of the Office of Administrative Trials and Hearings

If I disagree with the ECB decision, what do I do?

You can file an appeal.

To file an appeal, follow the detailed instructions written on the **back** of your Decision and Order form.



Appeals must be submitted using ECB's application form. The easiest way to appeal is by using ECB's online appeal application.



Please visit www.nyc.gov/ecb for more information about appeals or pick up an informational brochure about the appeals process from the ECB waiting room.

You are not allowed to appeal if you admitted to the charge, accepted a stipulation, or did not appear for your hearing.

Bronx

3030 Third Avenue, Room 250
Bronx, NY 10455
Tel: (718) 993-6110
Fax: (718) 993-3077

Brooklyn

9 Bond Street, 7th Floor
Brooklyn, NY 11201
Tel: (718) 923-6100
Fax: (718) 875-5561

Manhattan

66 John Street, 10th Floor
New York, NY 10038
Tel: (212) 560-6270
Fax: (212) 436-0715

Staten Island

350 Marks Place, Main Floor
Staten Island, NY 10301
Tel: (718) 815-8385
Fax: (718) 815-8391

Queens

144-06 94th Ave. Main Floor
Jamaica NY 11435
Tel: (718) 298-7300
Fax: (718) 298-7075



If you are a person with a disability and need assistance in connection with your appearance at ECB, please contact Marisa Senigo at [212-436-0705](tel:212-436-0705)



What is ECB?

The Environmental Control Board (ECB) is a type of administrative court called a tribunal. It is a division of the NYC Office of Administrative Trials and Hearings (OATH). It's a neutral place where hearings on tickets given by different City agencies (for example the Department of Buildings or Department of Sanitation) are held.

Why did I get a ticket?

ECB does not give tickets and does not conduct inspections. You should contact the City agency that gave you the ticket. Only that City agency can tell you why you got a ticket.

ECB can give you information about your hearing date and the status of your case.

What can I do if I get a ticket?



Pay the fine

- Pay online. (<http://nycserv.nyc.gov>)
- Pay in person. (Pay at any ECB office, or at a Department of Finance Business Center or Kiosk.)
- Mail in the check or money order. (Mailing instructions are located on the back of your ticket. You must include the violation number on the front of the check.)

..... or

Appear for a hearing in person

- If you do not pay the fine or have a hearing by mail, phone or online, you must come for a hearing at the ECB office listed on your ticket.



If I chose to come to ECB for a hearing, what should I expect?

- You don't need an attorney, you can represent yourself. You may bring an attorney if you choose. You can also have an authorized representative appear for you.
- Come to ECB on the date listed on the front of your ticket.

- Bring any papers, photos, and witnesses to support your case. Visit the ECB website if you are interested in legal resources.
- You must sign in and wait for your case to be called. The hearing will then take place in the hearing room before an administrative law judge.



- A decision will be mailed to you. The judge will either dismiss or uphold the violation.
- All penalties are set by law and a judge cannot change the amount of a fine if you are found in violation of the charge.

Contest the ticket before the hearing date

- Most tickets issued by the Departments of Sanitation, Health and Environmental Protection do not require you to come to ECB in person for you to have a hearing with a judge. You may be able to give your defense:

BY PHONE  (212) 436-0777

ONLINE  www.nyc.gov/ecb

BY MAIL  ECB Mail Unit
66 John Street, 10th floor
New York, NY 10038

Visit www.nyc.gov/ecb to learn more or call customer service at (212) 560-6270

Interpretation services are provided, free of charge, in over 150 languages or you can bring your own interpreter if you prefer. Below is a list of some of the languages available:

عربي	Монгол
বাংলা	Polski
廣東話	Português
Deutsch	ਪੰਜਾਬੀ
Español	Русский
فارسي	Română
Français	Shqip
Ελληνικά	Tagalog
Kreyól	Tiếng Việt
Ἰνῆ	Türkçe
हिंदी	Wolof
Italiano	Українська
日本語	أردو
한국어	עברית
國語	

Vendor Multiple Offense Search Ticket # _____ Other \$ _____ or see reverse side

Date of Hearing 21 Day of January 2009 1 2 3 4

8:30 AM 10:55 AM 1:00 PM 2:30 PM

WARNING: If you do not appear (or pay by mail if permitted) you will be held in default and subject to the maximum penalties permitted by law. Failure to appear or pay a penalty imposed may lead to suspension of your license or other action affecting licenses you now have or may apply for as well as the possibility of a judgment entered against you in Civil Court.

FURTHER INSTRUCTIONS ON REVERSE SIDE.