

THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
-----X

In the Matter of

_____,
Petitioner,

- against -

_____,
Respondent.

-----X

:
:
: Index No. _____
:
: **NOTICE OF**
: **APPEARANCE**
:
:

The undersigned hereby files a Notice of Appearance pursuant to section 1-11 of the Rules of Practice of the Office of Administrative Trials and Hearings on behalf of _____ . See 48 RCNY § 1-11 (Nov. 30, 1992). The rule is reprinted on the reverse side of this notice.
(Name of Party)

Attorney / Representative for Petitioner / Respondent
(Print name of firm or individual and circle as appropriate.)

By: _____
(If a firm, print name of individual.)

Signature: _____

Address: _____

Telephone: _____

E-Mail: _____

Fax No.: _____

Dated: _____

Excerpt from OATH Rules of Practice -- 48 RCNY § 1-11 (Nov. 30, 1992)

§ 1-11 Appearances.

- (a) A party may appear in person, by an attorney, or by a duly authorized representative. A person appearing for a party is required to file a notice of appearance with OATH. Docketing of a case by an attorney or representative of a party shall be deemed to constitute the filing of a notice of appearance by that person. The filing of any papers by an attorney or representative who has not previously appeared shall constitute the filing of a notice of appearance by that person, and shall conform to the requirements of subdivisions (b) and (d) of this section.
- (b) The appearance of a member in good standing of the bar of a court of general jurisdiction of any state or territory of the United States shall be indicated by the suffix "Esq." and the designation "attorney for (petitioner or respondent)", and the appearance of any other person shall be indicated by the designation "representative for (petitioner or respondent)".
- (c) Absent extraordinary circumstances, no application shall be made or argued by any attorney or other representative who has not filed a notice of appearance.
- (d) A person may not file a notice of appearance on behalf of a party unless he or she has been retained by that party to represent the party before OATH. Filing a notice of appearance constitutes a representation that the person appearing has been so retained.