



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
Trials Division

-----X

In the Matter of	:	
	:	
_____	:	Index No. _____
Petitioner,	:	
	:	
- against -	:	NOTICE OF APPEARANCE
	:	
_____	:	
Respondent.	:	
	:	
-----X		

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 _____.

(Name of Party)

See 48 RCNY § 1-11. The rule is reprinted the reverse side of this notice.

Print name of firm or individual and check an appropriate checkbox:

Attorney / Representative for Petitioner / Respondent

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

Signature: _____

Address: _____

Telephone: _____

E-Mail: _____

Fax No.: _____

Dated: _____



OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Trials Division

Excerpt from OATH Rules of Practice -- 48 RCNY § 1-11

§ 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, including by telephone conference call, 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. Participation in a telephone conference call on behalf of a party by an attorney or representative of the party shall be deemed an appearance by the attorney or representative. Nonetheless, upon making such an appearance, the attorney or representative shall file a notice of appearance in conformity with subdivisions (b) and (d) of this section.

(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. Filing a notice of appearance pursuant to §1-11(a) of this subchapter constitutes a representation that the person appearing has read and is familiar with the rules of this subchapter.