

## ANSWERING THIS NOTICE OF INFRACTION

**DEADLINE:** You must answer this Notice within 15 calendar days of the date of service listed on the top of the other side of this Notice (20 calendar days if you received this Notice by mail). If you do not, you will be subject to an order finding you in default and assessing both the fine stated on the other side, and an additional penalty equal to two times the amount of that fine. You also may be subject to other penalties and actions allowed by law, suspension or non-renewal of any District of Columbia license or permit that you hold, the sealing of your business and the placement of a lien on property that you own.

**WHERE TO ANSWER:** Your answer must be received by the Office of Administrative Hearings by the deadline stated above. The Office of Administrative Hearings is an independent agency of the District of Columbia Government, and is separate from the agency that sent this Notice to you. The preferred method of filing is to complete the filing documents online form. Additional options for filing documents are:

### **IN PERSON**

Office of Administrative Hearings at 441 Fourth Street, NW, Suite 450N  
Business hours are Monday through Friday, 9:00 am to 5:00 PM 202-442-9094

### **E-MAILING**

E-mail documents along with the OAH cover sheet to [oah.filing@dc.gov](mailto:oah.filing@dc.gov)  
(Documents/papers sent to any other e-mail address will **NOT** be accepted for filing)  
**For complete instructions on how to file your answer electronically visit [oah.dc.gov](http://oah.dc.gov)**

### **MAIL**

Mail to Clerk, Office of Administrative Hearings  
441 Fourth Street NW, Suite 450N, Washington, DC 20001

### **FAX**

Send documents along with a cover sheet to (202) 442-4789

**HOW TO ANSWER:** You must answer each charge with a plea of **ADMIT**, **ADMIT WITH EXPLANATION**, or **DENY**. The instructions below give information about how to answer with each of these pleas.

**1. To Admit and Pay the Fine.** If you wish to admit liability for a violation, you also must pay the fine at the same time. Sign on the other side of this Notice and check the Admit box. Mail or bring this Notice to the address above, with a check or money order for the amount of the fine, payable to "D.C. TREASURER." We cannot accept cash payments. Write the Notice number on your check or money order.

**2. To Deny and Request an In-Person Hearing.** If you wish to deny liability for a violation, sign on the other side of this Notice and check the Deny box. Mail or bring this Notice to the address above. A hearing will be scheduled at which you and the inspector must appear. At the hearing, both you and the inspector can explain your positions to an independent Administrative Law Judge, who will decide whether you committed the violation and whether you must pay a fine. You will receive a notice from the Office of Administrative Hearings with information about your hearing date.

**3. To Admit with Explanation and Request a Hearing by Mail.** If you wish to admit liability for a violation, but want to submit an explanation that you would like an independent Administrative Law Judge to consider in deciding whether the fine should be reduced or suspended, sign on the other side of this Notice and check the Admit with Explanation box. Mail or bring this Notice, along with your written explanation and any supporting documents, photographs or other materials, to the address above.

**IMPORTANT: Keep a copy of everything that you send to the Office of Administrative Hearings.**

**Office of Administrative Hearings Clerk's Office: (202) 442-9094**

Form OAH-412B, Rev. 07-14