

## **NOTICE OF APPEAL**

TRANSIT ADJUDICATION BUREAU 29 GALLATIN PLACE, 3RD FLOOR BROOKLYN, NY 11201 (347) 643-5805

## **INSTRUCTIONS:**

- The Notice of Appeal must be received by the Transit Adjudication Bureau (TAB) within thirty (30) days of the hearing date on the Notice of Decision and Order.
- 2) Ordinarily, all fines must be paid before you appeal a decision. If your case is dismissed, TAB will refund the amount that was paid.
- 3) You have the right to request a personal appearance before the Appeals Board. However, it is not necessary that you appear for your appeal to be heard. If you appear before the Appeals Board, you will not be allowed to present any new evidence.

The purpose of the appeal is not to provide you with a new hearing, but to determine whether or not the hearing officer's decision was correct based on the evidence presented at your hearing.

PLEASE FILL IN ALL P LAST NAME	FIRST NAME	ORM	M.I.	TODAY'S DATE:
ADDRESS	•	Apt. No.	•	VIOLATION #: <b>T</b>
CITY	STATE	ZIP CODE		CHECK HERE IF YOU WANT TO APPEAR AT YOUR APPEAL.  (You will be notified by mail of the date that your case will be heard before the Appeals Board.)
YOUR SIGNATURE				CHECK HERE IF YOU WISH TO PURCHASE A RECORD OF THE HEARING WHICH YOU ARE APPEALING AND SPECIFY THE FORMAT BELOW. (see reverse for fees.)
DAY PHONE NUMBER				☐ CASSETTE ☐ TRANSCRIPT
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## **INSTRUCTIONS**

If you wish to purchase a recording of your hearing please remit \$5.00 per recording at the time of filing your Appeal.

If you wish to purchase a transcript of your hearing you must submit a deposit of \$125.00 in order for TAB to process your order. If the cost of transcribing your record is less than \$125.00, the difference will be refunded to you. If the cost exceeds \$125.00 you must pay the difference to proceed with the request.

To pay your fine or the recording and/or transcript fee you may choose one of the following payment options:

- \* **Pay Online-** You may pay online using a credit card, debit card, or electronic check at <a href="http://www.mta.info/nyct/TransitAdjudicationBureau.html">http://www.mta.info/nyct/TransitAdjudicationBureau.html</a>.
- \* Pay by MoneyGram Receive Code: 12758
- \* Pay by Phone- (347) 643-5805 and follow the instructions.
- \* Pay by Mail- Mail a check or money order to the mailing location above. DO NOT SEND CASH. Write the violation number on the front of the check or money order, and make payable to: Transit Adjudication Bureau
- \* Pay in Person- You may pay in person with a check, cash, credit card, or money order, at the office location above.

Mail or personally deliver your Notice of Appeal to:

TRANSIT ADJUDICATION BUREAU
HEARING SUPPORT
29 GALLATIN PLACE, 3RD FLOOR
BROOKLYN, NEW YORK 11201