



**DISTRICT OF COLUMBIA**  
**OFFICE OF ADMINISTRATIVE HEARINGS**  
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 WASHINGTON, DC 20001-2714



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## Answer to a Notice of Violation or Notice of Infraction

*Use this form to answer a Notice of Violation or Notice of Infraction from a D.C. enforcement agency, such as the Department of Public Works (DPW), Department of Consumer and Regulatory Affairs (DCRA), Department of Health (DOH), Department of Energy and Environment (DOEE), or the Department of Transportation (DDOT). Please attach a copy of the notice or include the notice number on this form.*

### Section 1 – Contact Information

Respondent Name:	Respondent Mailing Address:
Respondent Telephone:	
Respondent Email Address ( <i>if any</i> ):	Respondent Ward ( <i>if known</i> ):
<input type="checkbox"/> Consents to receive documents by email only	
<i>If there is a representative for this case:</i>	
<input type="checkbox"/> Non-Attorney Representative (as allowed by OAH Rule 2835) <input type="checkbox"/> Attorney	
Representative Name:	Representative Telephone:
Representative Email Address:	Representative Mailing Address:
<input type="checkbox"/> Consents to receive documents by email only	

### Section 2 – Notice Information

Notice Number: \_\_\_\_\_

Brief Description of Violation: \_\_\_\_\_

**If you received a DCRA Notice of Infraction:**

Has DCRA given you a **Stop Work Order** in connection with the Notice?       Yes       No

If yes, what is the date of the Stop Work Order? \_\_\_\_\_

### Section 3 – Why do you need a hearing?

I want to:

- Deny** the violation and be scheduled for a hearing.
- Admit** the violation but give a **written explanation**. This is called a “hearing by mail” and normally does not involve attending a scheduled hearing.

In the space below, give your written explanation or a brief description of why you deny the violation and explain what you want the judge to do. Use an additional page if needed. For an “Admit with Explanation” answer, you may also include supporting documents with your answer.

### **Section 5 – Language Access**

If scheduled for a hearing, do you need OAH to provide an interpreter to help you participate?

Yes     No

If yes, what language do you need? \_\_\_\_\_

### **Section 6 – Reasonable Accommodation**

If scheduled for a hearing, do you need a reasonable accommodation to help you participate?

Yes     No

If yes, please explain: \_\_\_\_\_

### **Section 7 – Who Prepared this Answer?**

Signature of the person who prepared the answer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Email, telephone, mailing address of person who prepared hearing request (if not printed above):

\_\_\_\_\_

\_\_\_\_\_