

**FREEDOM OF INFORMATION ACT
INFORMATION SHEET
Department of Administrative Hearings
Patricia Jackowiak, Director**

Department Mission:	Our mission is to provide quality administrative hearings for the City of Chicago in a timely, efficient and cost-effective manner, with respect for the dignity of individuals and their due process rights.
Divisions:	The Department is divided into the following five divisions: Buildings Division Environmental Safety and Consumer Affairs Municipal Division Division Vehicle Division Customer Services Division
Operating Budget:	\$8.4 million.
Locations:	The Department's administrative offices are located on the 2 nd and 6 th floors at 740 North Sedgwick Street, Chicago, Illinois 60654. The Central Hearing Facility is at 400 West Superior Street, Chicago, Illinois 60654. The Department also operates 2 neighborhood hearing sites at: 4445 North Pulaski Road 2006 East 95 th Street
Number of Employees:	40 full-time.
FOIA Officers:	Angelina Marzullo, Anthony Rizzo, Cassandra Wilson, Chaline Parker, Darci Weinert, Deb Gogola, Della Wheatly, James Potter, Lorrie Borage, Randi Holzman, Stephanie Chavez, Teresa Shorter, Tien Glaub, and Yvonne Espinosa
Information Requests:	Copies of the public records and public case files maintained by the Department may be requested during normal business hours (Monday through Friday, 9:00 a.m. to 4:30 p.m.). Original records or file items may not be removed from the premises. Copies of public records and public files may be requested in person, by mail, fax or e-mail. The Department reserves the right to require that requests be made in writing. In-person or mail requests should be directed to the 2 nd floor receptionist, Department of Administrative Hearings, 740 North Sedgwick Street, Chicago, IL 60654. Fax requests should be sent to 312-742-8248.
Fees:	The first 50 copies are provided free of charge, \$0.15 per page thereafter. Other fees are \$5.00 per cassette audiotape, and \$3.00 per compact disk. All checks shall be made out to the Chicago Department of Revenue.
Types of Records:	Case files of hearings before administrative law judges, including (i) a record of the testimony presented at the hearing, which may be made by tape or digital recording or other appropriate means; (ii) documents presented at the hearing; (iii) a copy of the notice of violation or notice of hearing; (iv) copies of pleadings and orders; and (v) a copy of the findings and decision of the administrative law officer.