

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

<b>Department Mission:</b>	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.
<b>Divisions:</b>	The Department is divided into the following four divisions: Buildings Division      Environmental Safety and Consumer Affairs Division Municipal Division      Vehicle Division
<b>Operating Budget:</b>	\$7.3 million.
<b>Locations:</b>	The Department's administrative offices are located on the 2 <sup>nd</sup> and 6 <sup>th</sup> 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: 2550 West Addison Street 2006 East 95 <sup>th</sup> Street
<b>Number of Employees:</b>	42 full-time.
<b>FOIA Officers:</b>	Steven Sheely and Sandra Heidt.
<b>Information Requests:</b>	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 <sup>nd</sup> floor receptionist, Department of Administrative Hearings, 740 North Sedgwick Street, Chicago, IL 60654. Fax requests should be sent to 312-742-8248.
<b>Fees:</b>	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.
<b>Types of Records:</b>	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.
<b>Advisory Board:</b>	Kevin M. Forde, John Fritchey, Gordon B. Nash, Jr., Maria N. Saldaña.