



CITY OF CHICAGO

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

## Department of Business Affairs and Consumer Protection Remote Adjudication of Violation Notices (ANOVs)

The Department of Business Affairs and Consumer Protection (BACP) has an option to attempt to resolve citations before you are required to appear at the Department of Administrative Hearings. This remote adjudication option is available during the ongoing COVID-19 crisis to help protect the health and safety of people in Chicago.

Anyone who has been issued an Administrative Notice of Violation (ANOV) that is scheduled for a hearing in **Room 106 or Room 107** at the Department of Administrative Hearings, 400 West Superior, may attempt to resolve their matter remotely before their scheduled hearing date.

If you would like to attempt to resolve your ANOV before you are required to appear in person, please email [BACP-AdministrativeHearings@CityofChicago.org](mailto:BACP-AdministrativeHearings@CityofChicago.org) at **least five (5) business days before your scheduled hearing date** and include the following information:

- **ANOV, Ticket, or Citation Number**
- Hearing date,
- Court room number,
- Violation address,
- Name, and
- Telephone number.

Alternatively, you may attach a scanned copy of the ANOV(s) you received to your email. Once this information is received, BACP staff will review it and reach out to you to discuss the ANOV and how it can be resolved.

**Note: BACP will not review any matters submitted less than five (5) business days before the scheduled hearing date. You are required to appear at DOAH on your scheduled hearing date unless you received a Final Order that indicates your matter has been resolved. All matters not resolved by the scheduled hearing date are subject to a finding of liable by default if you do not appear in person.**

Please note that sending the above information to BACP does not require you to resolve the violation through this process or excuse you from appearing in person if you do not receive a Final Order before your scheduled hearing date. An in-person hearing at the Department of Administrative Hearings will remain an option.