



PUBLIC ADVOCATE FOR THE CITY OF NEW YORK

**Jumaane D. Williams**

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July 9, 2021

Elena Sassower, Director  
Center for Judicial Accountability, Inc. (CJA)  
Post Office Box 8101  
White Plains, New York 10602

VIA EMAIL: [elena@judgewidth.org](mailto:elena@judgewidth.org)

**Re: FOIL -- Procedures required to be established by the public advocate pursuant to Section 24(g) of the New York City Charter**

Thank you again for your Freedom of Information Law (FOIL) request, May 11th, 2021. After conducting a search based on your FOIL request, we grant your request.

*As I am unable to locate such promulgated "procedures" on the public advocate's website: <https://www.pubadvocate.nyc.gov/>, I request same, pursuant to FOIL – and particularly with regard to "procedures for...processing complaints, responding to complainants" – and "inform[ing] the public about such procedures".*

Please see attached our Constituent Services department policy.

Any appeal of this determination may be directed to Michael Twomey, Esq., Records Appeal Officer, at One Centre St., 15th Floor North, New York, NY 10007 or via email at [RecordsAccessAppeals@pubadvocate.nyc.gov](mailto:RecordsAccessAppeals@pubadvocate.nyc.gov).

Very truly yours,  
Wesley Paisley, Esq.  
Records Access Officer