

# Property Assessment Appeal Board

## Instructions

- Use this form to subpoena documents under Admin. Code R. 701-115.7(4).
- A request for subpoena must be received at least 14 days before the scheduled hearing, unless good cause is shown for delay.
- PAAB's secretary issues the subpoena in accordance with the law.
- The party requesting the subpoena is responsible for serving it, as well all costs for service, and expenses for time and travel incurred by the subpoenaed person in honoring the subpoena under Iowa Code Ch. 622 and R. 701-115.7(4).
- The opposing party has the right to file a motion quash or modify a subpoena under PAAB's administrative rules.

## Section 1 – Appeal Information

Docket No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

Appellant \_\_\_\_\_ Appellee \_\_\_\_\_

## Section 2 – Requesting Party Information

Name of Party Requesting Subpoena: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

### Section 3 – Subpoenaed Person, Entity or Party

Subpoena directed to: \_\_\_\_\_

Address (City, State, Zip): \_\_\_\_\_

## Section 4 – Document Information

Place, Date, and Time: \_\_\_\_\_

Please provide a list of the documents or objects for production, inspection, or copying:

## Section 5 – Subpoena Issuance to Requester

PAAB should send the subpoena to me by:.....eFile

Email

Mail

I request a subpoena for the production of documents or the inspection of premises in this PAAB appeal under PAAB Administrative Code rules. I further acknowledge I am responsible for service of the subpoena.

Filer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_