

INSTRUCTIONS: Complete and file this form to subpoena documents under [PAAB Administrative Code Rule 701-115.7\(4\)](#). In absence of good cause for later action, a request for subpoena must be received at least 14 days before the scheduled hearing. PAAB's Secretary will issue the subpoena in accordance with the law.

PROPERTY ASSESSMENT APPEAL BOARD
REQUEST FOR SUBPOENA FOR PRODUCTION OF DOCUMENTS

Docket No.

Parcel No.

vs.

Appellant

Appellee

Party Requesting Information

Name of Party Requesting Subpoena:

Address (City, State, Zip):

Subpoenaed Person, Entity, or Party

Subpoena directed to:

Address (City, State, Zip)

Document Information

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

Place, Date, and Time:

Costs and Expenses: The requesting party is responsible for service of the subpoena, including all costs for service, and expenses for time and travel incurred by the subpoenaed party in honoring this subpoena. See Iowa Code Ch. 622; Iowa Admin. Code R. 701-115.7(4).

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

Filer Name: _____ Date: _____

Phone Number: _____ Email: _____