

**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 shall be responsible for the cost of service and expenses of time and travel incurred by the subpoenaed party in honoring this subpoena.

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: \_\_\_\_\_