

Property Assessment Appeal Board

Request for Subpoena of Witness

Instructions

- Use this form to subpoena a witness to testify at a PAAB hearing 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 law.
- The party requesting the subpoena is responsible for serving it on the witness, as well as all costs for service, and expenses for time and travel incurred by the subpoenaed person in honoring the subpoena under Iowa Code Ch. 662 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 – Witness Information

Name of Witness Subpoenaed: _____

Address (City, State, Zip): _____

Section 4 – Hearing Information

Scheduled Hearing Date/Time: _____

Witness Testimony Date/Time: _____

Witness is requested to bring the following books, documents, electronically stored information, or tangible things: _____

Section 5 – Subpoena Issuance to Requester

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

I request PAAB issue a subpoena for the above-identified witness to testify at the specified PAAB hearing under applicable provisions of the Iowa Code and the Iowa Administrative Code. I further acknowledge I am responsible for service of the subpoena.

Filer Name: _____ Date: _____

Phone: _____ Email: _____