

INSTRUCTIONS: Complete and file this form to subpoena a witness to testify at a PAAB hearing 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 OF WITNESS

Docket No. _____

Parcel No. _____

vs.

Appellant

Appellee

Party Information

Name of Party Requesting Subpoena: _____

Address (City, State, Zip): _____

Witness Information

Name of Witness Subpoenaed: _____

Address (City, State, Zip): _____

Hearing Information

Hearing Date and Time: _____

Witness Testimony Date and Time: _____

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

Subpoena Issuance

Subpoena should be sent to requester by: eFile email mail

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).

The undersigned requests 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.

Filer Name: _____ Date: _____

Phone Number: _____ Email: _____