

Property Assessment Appeal Board  
**Hearing Scheduling and Discovery Plan**

**Instructions**

- Use this form to complete a Hearing Scheduling and Discovery Plan (HSDP) required by Iowa Admin. Code R. 701-115.6(1) or PAAB Order.
- Use this form to set a hearing date and agree to a discovery plan (if any).
- The dates the parties agree to in the HSDP replace any dates in other PAAB rules.
- When complete, you must [file this form with PAAB](#).
- If you have made two good faith but unsuccessful attempts to contact the opposing party to complete the HSDP, you may unilaterally file the HSDP. You must also file proof of the two good faith attempts with the HSDP.

**Section 1 – Appeal Information**

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

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

**Section 2 – Hearing**

[View PAAB's hearing calendar](#) when choosing a hearing date(s).

The hearing will be held on \_\_\_\_\_ beginning at \_\_\_\_\_  
and ending at approximately \_\_\_\_\_ .

- The Appellant will participate \_\_\_\_\_ .
- The Appellee will participate \_\_\_\_\_ .
  - **In Person:** Appear at the Hoover State Office Building – First Floor, 1305 E. Walnut, Des Moines, Iowa, on the date/time of the hearing.
  - **Telephone:** Call **443-606-2010** and enter PIN: **287 996 573#** when prompted on the date/time of the hearing. PAAB will not call you.
  - **Video using Google Meet:** Join the Google Meet at <https://meet.google.com/kch-qvpe-gui> on the date/time of the hearing. Make sure your camera and microphone are working, then click *join now*. Wait for PAAB to let you in the hearing. [Read about system requirements on PAAB's website](#).

**Section 3 – Discovery**

All discovery shall be completed by \_\_\_\_\_. All requests for written discovery shall be served at least \_\_\_\_\_ days before the discovery deadline or by \_\_\_\_\_ (date).

#### **Section 4 – Expert Witnesses**

1. A party who plans to call an expert witness, including rebuttal expert witnesses, shall certify to all other parties the expert's name, subject matter of expertise, and qualification within the following time period:
  - a. Appellant: \_\_\_\_\_ days before hearing OR \_\_\_\_\_ (date).
  - b. Appellee: \_\_\_\_\_ days before hearing OR \_\_\_\_\_ (date).
  - c. Rebuttal: \_\_\_\_\_ days before hearing OR \_\_\_\_\_ (date).
2. Each party shall serve on the other summary reports of all experts' complete appraisals, opinions, and the facts used therein with the following time period:
  - a. Appellant: \_\_\_\_\_ days of the date in (1)(a) OR \_\_\_\_\_ (date).
  - b. Appellee: \_\_\_\_\_ days of the date in (1)(b) OR \_\_\_\_\_ (date).
  - c. Rebuttal: \_\_\_\_\_ days of the date in (1)(c) OR \_\_\_\_\_ (date).

#### **Section 5 – Pre-Hearing Submissions**

The parties shall serve a witness and exhibit list to opposing parties and exchange exhibits no later than \_\_\_\_\_ or \_\_\_\_\_ days before the hearing. The parties shall file the witness/exhibit lists and exhibits on the same date.

- The Appellant shall label exhibits with numbers.
- The Appellee shall label exhibits with letters.

#### **Section 6 – Motions**

Any motions shall be filed by \_\_\_\_\_ or no later than \_\_\_\_\_ days before the hearing.

#### **Section 7 – Amendment**

The parties may jointly agree to modify the HSDP. R. 701-115.6(3). Modifications to the HSDP shall be done by filing of an amended HSDP.

If one party seeks to modify the HSDP, the party must show good cause for the modification.

#### **Section 8 – Pre-hearing Conference**

A party may request a pre-hearing conference to resolve any discovery dispute. R. 701-115.6(2).

**Section 9 – Settlement**

The parties shall immediately notify PAAB of a settlement agreement.

**Section 10 – Continuances**

Continuances are discouraged and will only be granted for good cause. R. 701-115.8(4). The parties should discuss continuances before filing a motion with PAAB.

- Uncontested continuances: An amended HSDP should be filed with the continuance motion.
- Contested continuances: The party requesting the continuance should file a proposed HSDP with the continuance motion. Any resistance should state objections to the proposed HSDP.

**Section 11 – Consequence of Non-Compliance**

A party that does not comply with the HSDP must show good cause for not complying and that the other party is not substantially prejudiced. R. 701-115.6(4). Failing to comply with the HSDP may result in sanctions, including but not limited to the exclusion of evidence or dismissal of the appeal. Iowa R. Civ. P. 1.517(2) and 1.602(5). PAAB may resolve disputes by reference to this HSDP or any amended HSDP.

**Section 12 – Acknowledgement (Select one)**

- The parties agree and consent to be bound by the deadlines in this HSDP. The parties request PAAB enter this HSDP in the record and set the hearing date as stated in Section 2.
- The HSDP is filed without the opposing party’s consent or agreement. The undersigned affirms they have made two good faith attempts to complete the HSDP with the opposing party, or this proposed HSDP is being filed with a contested continuance motion.

**Appellant or Representative/Counsel**

**Appellee or Representative Counsel**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

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