

INSTRUCTIONS: A Hearing Scheduling and Discovery Plan (HSDP) is required for all PAAB appeals that involve a property assessed at \$3 million or more under [PAAB Administrative Code Rule 701–115.6\(1\)](#). The parties should use this form to set a hearing date and agree to a discovery plan (if any). Review PAAB's hearing calendar (<https://paab.iowa.gov/paab-hearing-calendar>) for availability. The dates set in the HSDP replace any dates in other PAAB rules.

A party that fails to follow the HSDP will be required to show good cause for failing to comply and may be subject to sanctions including, but not limited to, exclusion of evidence or dismissal of the appeal.

PROPERTY ASSESSMENT APPEAL BOARD
HEARING SCHEDULING AND DISCOVERY PLAN

Docket No. _____

Parcel No. _____

vs. _____

Appellant

Appellee

The parties of the above-captioned matter agree to the following deadlines:

1. **HEARING:** – Please [view PAAB's calendar](#) when choosing a hearing date(s).

a. **Hearing Date:** The hearing will be held on _____ beginning at _____ and ending at approximately _____.

b. **Participation:**

i. The Appellant will participate _____.

ii. The Appellee will participate _____.

1. In person hearings are held at PAAB's office: Hoover State Office Building, 1305 E Walnut St – First Floor, Des Moines IA 50319.

2. Telephone hearings are conducted by toll-free conference call. On the date and time of the hearing call **1-877-304-9269** and enter **804717#** when prompted.

3. Videoconference hearings are conducted online using Google Meet. On the date/time of the hearing, join the Google Meet at <https://meet.google.com/kch-qvpe-gui>. Verify your camera and microphone are working, then click Join Now. Wait for PAAB to let you in the hearing. System requirements and additional information is at <https://paab.iowa.gov/video-hearings>.

2. **DISCOVERY:** All discovery shall be completed by _____. All requests for written discovery shall be served at least _____ days prior to the discovery deadline or by _____ (date).

3. EXPERT WITNESSES:

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

4. PRE-HEARING SUBMISSIONS: The parties shall serve a witness and exhibit list to opposing parties and exchange exhibits no later than _____ or _____ days prior to the hearing. The parties shall file the witness/exhibit lists and exhibits on the same date.

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

5. MOTIONS: Any motions shall be filed by _____ or no later than _____ days prior to the hearing.

6. AMENDMENT: The deadlines set in paragraphs 2, 3, 4, and 5 may be amended by agreement of the parties, by filing a Stipulated Amendment to this Plan with PAAB listing the dates agreed upon and signed by all counsel and self-represented appellants. Such an Amendment will not serve as a basis for a continuance of the hearing date or affect the date for pre-hearing submissions.

7. PRE-HEARING CONFERENCE: A party may request a pre-hearing conference to resolve any discovery dispute. Iowa Admin. Code R. 701-115.6(2).

8. **SETTLEMENT:** The parties shall immediately notify PAAB of a settlement agreement.
9. **CONTINUANCES:** Continuances are discouraged and will only be granted for good cause. Iowa Admin. Code R. 701-115.8(4). In the event the hearing date is continued, all deadlines in this HSDP and stipulated amendments will remain in effect relative to the new hearing date, unless PAAB approves new deadlines.

Failure to follow any provision of this HSPD or an amendment to this HSDP may result in PAAB imposing sanctions under Iowa Rule of Civil Procedure 1.517(2) and 1.602(5), including limiting and/or excluding evidence and witnesses. PAAB will resolve disputes regarding oral agreements related to discovery or scheduling by reference to this HSDP or any Stipulated Amendments to this HSDP.

Having agreed to the above-stated deadlines, the parties request PAAB enter this HSDP in the record and set the hearing date as stated in paragraph 1.

Appellant or Representative/Counsel

Name: _____

Date: _____

Phone Number: _____

Email: _____

Appellee or Representative/Counsel

Name: _____

Date: _____

Phone Number: _____

Email: _____