

## **EXHIBIT & WITNESS LISTS INSTRUCTIONS FOR PAAB APPEALS**

- **For most cases, these lists and exhibits must be sent no later than 21-days prior to the hearing.**
- **If you have entered a Hearing Scheduling and Discovery Plan, the dates in that Plan are controlling.**

### **Exhibit List**

Please list the exhibits you plan to present as evidence at your PAAB hearing or for your written consideration. An exhibit may be a document, record, or other tangible object you use as evidence.

1. Fill in the docket number and hearing date blanks.
2. Fill in your name (or the name on the appeal) and check appellant or appellee.
3. Label the documents with the correct number/letters
  - a. Appellants use consecutive numbers (1, 2, 3, 4, etc.)
  - b. Appellees use consecutive letters (A, B, C, D, etc.)
4. List the exhibits in order
5. Give a brief description of the exhibit. For example: Photo of front of house at 319 Elm Street; Property Record Card of 319 Elm Street; Letter from Realtor or Appraisal by Dee Walters.
6. Leave blank the objection and disposition boxes blank. These are for PAAB use only.

Please print additional sheets of the Exhibit List if necessary.

**NOTE: All information relating to your appeal, the appeal record, and the appeal hearing are subject to open meetings and public records law.**

### **Witness List**

Please list the name of the individual(s) that will appear on your behalf at hearing, such as an attorney or authorized representative. (If you are self-represented, write your own name). Please also list the name(s) of any witness you intend to call to testify and that person's position or title.

Property Assessment Appeal Board  
PO Box 10486 – Des Moines, IA 50306  
(515) 725-0338  
paab@iowa.gov

**EXHIBIT LIST**

**Docket No.** \_\_\_\_\_

**Date of Hearing** \_\_\_\_\_

<b>Name:</b>		<b>Appellant</b> (use <b>Numbers</b> to label Exhibits)	
		<b>Appellee</b> (use <b>Letters</b> to label Exhibits)	
<b>Label</b> (Number/Letter)	<b>Description of Exhibit</b>	<b>Objection</b> (PAAB Use Only)	<b>Disposition</b> (PAAB Use Only)

**This form and listed exhibits must be filed with PAAB and sent to the opposing party.**

**NOTE:** All information relating to your appeal, the appeal record, and the appeal hearing are subject to open meetings and public records law.

**APPEARANCE / WITNESS LIST**

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

Date of Hearing \_\_\_\_\_

<b>Name:</b>	<b>Appellant</b>  <b>Appellee</b>
<b>Appearing on behalf of (above):</b>	
<b>Witness Name</b>	<b>Title or Position</b>

**This form must be filed with PAAB and sent to the opposing party.**