

Property Assessment Appeal Board
Witness and Exhibit List

Instructions

- Use this form to list the witnesses you plan to call at hearing and/or the exhibits you want PAAB to consider in your appeal.
- For most appeals exhibits must be sent no later than 21 calendar days before the hearing. If there is a Hearing Scheduling and Discovery plan, the dates in the Plan control.
- You must [file this form with PAAB and serve a copy to the opposing party](#).

Section 1 – Witnesses

1. 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 representing yourself, write your own name.
2. List the name(s) of any witnesses you intend to call to testify and that persons position or title.

Docket No. _____ Parcel No. _____

Appellant _____ Appellee _____

Scheduled Hearing Date/Time: _____

Appellant Appellee

Representative or Person Appearing on Behalf of Party	Title or Position

Witness(es)	Title or Position

Copy sent to: _____ By: _____

Section 2 – Exhibit List

1. Label your documents with the correct number/letters.
 - Appellants (Taxpayers) use consecutive numbers (1, 2, 3, 4, etc.).
 - Appellees (Board of Review) use consecutive letters (A, B, C, D, etc.).
2. List the exhibits in order and briefly describe them. For example: Photo of 319 Elm Street; Property Record Card of 319 Elm Street; Letter from Realtor; etc.
3. **All information relating to your appeal, the appeal record, and the appeal hearing are subject to open meetings and public records law.**

Docket No. _____ Parcel No. _____

Appellant _____ Appellee _____

Scheduled Hearing Date/Time: _____

Appellant Appellee

Number/ Letter	Exhibit Description

Copy sent to: _____ By: _____