

Property Assessment Appeal Board

Notice to Participate in Hearing in Person, by Telephone, or by Video

Instructions

- Use this form to change how you and/or your witnesses participate in the PAAB hearing.
- You must [file this form with PAAB and serve a copy to the opposing party](#).
- This form should be filed at least one business day before the hearing.

Section 1 – Appeal Information

Docket No. _____ Parcel No. _____

Appellant _____ Appellee _____

Scheduled Hearing Date/Time: _____

Section 2 – Hearing Participation Options

1. **In Person:** Appear at the Hoover State Office Building – First Floor, 1305 E. Walnut, Des Moines, Iowa, on the date/time of the hearing.
2. **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.
3. **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 – Hearing Participation Requests

Important: You must give all witnesses listed below the necessary information to participate in the hearing. PAAB will not send this information to the witnesses.

Appellant Appellee Participation Method _____

No.	Party Representative or Witness Name	Participation Method
1.		
2.		
3.		
4.		

Filer Name: _____ Date: _____

Copy sent to: _____ By: _____