

INSTRUCTIONS: Use this form to modify how you and/or your witnesses request to participate in the PAAB hearing. PAAB will automatically grant the request and will not issue a separate order unless the opposing party files a resistance.

PROPERTY ASSESSMENT APPEAL BOARD
**MOTION TO PARTICIPATE IN HEARING
IN PERSON, BY TELEPHONE, OR BY VIDEO**

Docket No. _____

Parcel No. _____

vs. _____

Appellant

Appellee

Scheduled Hearing Date/Time: _____

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 **1-877-304-9269** and enter **804717#** when prompted on the date/time of the hearing.
3. **Video using Google Meet:** System requirements and additional information is at <https://paab.iowa.gov/video-hearings>. 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.

IMPORANT NOTE: The filer is responsible for ensuring all witnesses identified below receive the necessary information to participate in the hearing. PAAB will not send participation information to the witnesses.

HEARING PARTICIPATION REQUESTS	
Party	Participation Method
Appellant Appellee	
Party Representative Name	Participation Method
Witness Name	Participation Method

Filer Name: _____ Date: _____

Phone Number: _____ Email: _____

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

Copies to: _____

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