

REQUEST FOR SUBPOENA FOR PRODUCTION OF DOCUMENTS

To subpoena documents or inspection of real property in a PAAB appeal under PAAB administrative rules, complete the form below, sign, and file it with PAAB. In absence of good cause for permitting later action, a request for subpoena must be received at least 14 days before the scheduled hearing. Upon receipt of the request, the PAAB Secretary will issue the subpoena in accordance with the law.

PAAB Docket No. _____

Parcel No. _____

Appellant,

vs.

Appellee.

Party Information

Name of Party Requesting Subpoena: _____

Address: _____

City _____ State _____ Zip _____

Subpoena directed to: _____

Address: _____

City _____ State _____ Zip _____

Document Information

Please provide a list of the documents or objects for production, inspection or copying and the place, date & time of production:

Documents: _____

Place, Date & Time: _____

Premise Information

Please provide a description of the premises you wish to inspect and the date & time of inspection:

Premises: _____

Date & Time for Inspection: _____

Costs and Expenses

The requesting party shall be responsible for the cost of service and expenses of time and travel incurred by the subpoenaed party in honoring this subpoena.

Please Select One:

Subpoena will be picked up

Subpoena should be mailed to requesting party

Subpoena should be eFiled to requesting party

I request a subpoena for the production of documents or the inspection of premises in the above referenced PAAB appeal pursuant to PAAB Iowa Administrative Code rules.

Signature: _____

Date: _____

Phone Number: _____

Email: _____

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