

## **IMPORTANT – PLEASE READ** **PRESENTING EVIDENCE AT YOUR HEARING**

**YOU WILL LIKELY BE RECEIVING A WRITTEN REQUEST FOR YOUR EVIDENTIARY MATERIALS FROM THE PROPERTY APPRAISER. IF YOU DO, YOU MUST PROVIDE COPIES OF THE EVIDENCE REQUESTED TO THE PROPERTY APPRAISER A REASONABLE TIME PRIOR TO THE HEARING IN ORDER FOR THE EVIDENCE TO BE ADMISSIBLE AT THE HEARING. REASONABLENESS SHALL BE DETERMINED BY WHETHER THE MATERIAL CAN BE REVIEWED, INVESTIGATED AND RESPONDED TO OR REBUTTED IN THE TIME FRAME REMAINING BEFORE THE HEARING. IF YOU FAIL TO PROVIDE YOUR EVIDENCE TO THE PROPERTY APPRAISER UPON REQUEST, THE EVIDENCE MAY BE EXCLUDED FROM CONSIDERATION DURING THE HEARING.**

**IF YOU WISH TO OBTAIN A COPY OF THE PROPERTY APPRAISER'S EVIDENCE, (ALSO KNOWN AS THE EVIDENCE EXCHANGE), YOU MUST ALSO DO THE FOLLOWING:**

- 1. You must provide a list and summary of the evidence to be presented at the hearing, and copies of all documents you want to introduce into evidence to the Property Appraiser at least 15 days before the hearing**

**AND**

- 2. You must make a written request to the Property Appraiser for its evidence**

The VAB Axia Case Management System includes a component that allows Petitioners and the Property Appraiser to upload and maintain PDF copies of evidence to assist in providing that evidence to the other party.

If you elect to utilize the Axia Case Management System and upload PDF copies of your list, summary of evidence and documentation to be presented at the hearing at least 15 days prior to the hearing, the information will be deemed to be received by the Property Appraiser as of the date of the upload. **WITH YOUR EVIDENCE UPLOAD INTO AXIA YOU MUST STILL MAKE A WRITTEN REQUEST FOR THE PROPERTY APPRAISER'S EVIDENCE. COPIES OF YOUR EVIDENCE TO BE USED AT THE HEARING AND YOUR REQUEST FOR THE PROPERTY APPRAISER'S EVIDENCE MUST BE UPLOADED NO LESS THAN 15 DAYS PRIOR TO YOUR SCHEDULED HEARING DATE.**

If you do not elect to utilize the VAB Case Management System, you must mail or fax the list and summary of the evidence to be presented at the hearing, and all documents you intend to introduce into evidence along with the request for the Property Appraiser's evidence so that the information and request is **RECEIVED** by the Property Appraiser at least 15 days prior to the date of the hearing.

If the Property Appraiser receives your list and summary of the evidence, documents to be introduced into evidence and your written request for the Property Appraiser's evidence at least 15 days prior to the hearing, the Property Appraiser is required to provide its list and summary of the evidence to be presented at the hearing, accompanied by copies of its evidence to be presented at the hearing. These documents must be provided to you at least 7 days prior to the date of the hearing. If the Property Appraiser fails to provide copies of their evidence to you at least 7 days prior to the hearing, the hearing may be rescheduled to allow the Petitioner additional time to review the Property Appraiser's evidence.

If a Petitioner chooses to participate in an exchange of evidence with the Property Appraiser and he or she shows good cause to the VAB clerk for not being able to meet the 15 day requirement and the Property Appraiser is unwilling to agree to a different timing of the exchange, the VAB clerk is authorized to reschedule the hearing to allow for the exchange of evidence to occur.

**YOU MUST BRING 3 COPIES OF YOUR EVIDENCE TO THE HEARING, EVEN IF YOU HAVE PREVIOUSLY UPLOADED YOUR EVIDENCE INTO VAB'S AXIA CASE MANAGEMENT SYSTEM AND/OR HAVE PROVIDED YOUR EVIDENCE TO THE PROPERTY APPRAISER DIRECTLY IN THE EVIDENCE EXCHANGE.**

If you have questions concerning the use of VAB's Axia Case Management System, please call the VAB Clerk at (941) 861-5279.