

JEFFERSON CENTRAL APPRAISAL DISTRICT
APPRAISAL REVIEW BOARD
TELEPHONE HEARING PROCEDURES

You have the option of conducting your protest hearing in person or by telephone conference hearing. If you decide to conduct your hearing with the Appraisal Review Board by telephone conference, the procedures to be followed at this hearing are below:

EVIDENCE

You must submit your evidence (documents, pictures, etc.) for your hearing before your hearing begins. You will not be allowed to present additional evidence during the hearing. You may only address the evidence that has been submitted prior to your hearing. You do not need to resubmit your evidence if you previously provided it to your appraiser. If you have not submitted evidence or would like to submit additional evidence, please email it to protests@jcad.org.

It is recommended that you request the District's evidence to be submitted at your hearing allowing sufficient time for you to review it prior to your hearing. To obtain the District's evidence, you may email evidence@jcad.org, visit our office, or call 409-840-9944 and ask for the Evidence Department. If you do not request the District's evidence in advance, it will be emailed to you when you register for your hearing.

REGISTRATION

In order to register for your hearing, please call 409-730-8179 within 30 minutes of your scheduled hearing; **the ARB will NOT call you.** *This phone number is reserved for registration only; please call 409-840-9944 for any other information.*

Please be prepared to provide your name, case number(s), and a callback telephone number so the ARB can call you when a panel is available. You will not be allowed to be placed on hold to wait until a panel is available. Please keep your telephone line clear as the ARB will attempt to call you back within one hour to conduct your hearing. If you do not answer when the ARB calls, the ARB will make one more attempt within a 30-minute timeframe to contact you. If you do not answer on the second call, the ARB will consider your protest a no show, and your hearing will be canceled. However, if your evidence was submitted by affidavit, the ARB will make its decision on your protest based on the evidence submitted.

Multiple protests will be scheduled at the same time as your hearing. The ARB will make every effort to start your hearing no later than one hour from your scheduled time; however, prior hearings may run longer than the allotted time. If the ARB does not contact you within two hours of your scheduled hearing, you may call and request a reschedule of your hearing.

HEARING

During your telephone conference hearing, please separate yourself from background noises that may interfere with the ARB's ability to hear your argument. If your call is disconnected during your hearing, it will be your responsibility to call and request to be reconnected to the hearing. The ARB panel will wait five minutes before they make their decision based on the evidence submitted. You will not be allowed another hearing.

You are responsible for providing access to other people that you invite to participate in the hearing. The additional people will not be allowed to address any evidence that was not submitted in your written affidavit.