

JEFFERSON CENTRAL APPRAISAL DISTRICT
APPRAISAL REVIEW BOARD
TELEPHONE HEARING PROCEDURES

You may elect to offer argument by telephone conference either through notification in the notice of protest or by written notice filed with the ARB not later than the 10th day before the scheduled protest hearing date. You may submit your written request in any of the following manners:

- emailed to protests@jcad.org
- mailed to PO Box 21337 Beaumont TX 77720
- faxed to 409-840-9732

You must submit your evidence (documents, pictures, etc.) for your hearing in the form of a written affidavit before your hearing begins. Evidence submitted without a written affidavit will not be accepted. A completed and signed Form 50-283, Property Owner's Affidavit of Evidence to the Appraisal Review Board, may be used as the affidavit to submit your evidence before the ARB hearing. You may find a copy of this form on our website, www.jcad.org, under the Forms Section. Your written affidavit must be signed before an officer authorized to administer oaths (notary) before the hearing on the protest begins. Please number or label your evidence to allow the ARB to identify the evidence you are discussing during your hearing. The hearing time will not be extended to allow the ARB to match the evidence you reference. You will not be allowed to present additional evidence during the hearing. You may only address the evidence that has been submitted in your written affidavit.

The District will also be submitting evidence at your hearing. Since you are not appearing in person, it is *very important* that you request a copy of the District's evidence allowing sufficient time for you to review it prior to your hearing. To obtain the District's evidence, you may visit our office, call 409-840-9944 and ask for the Evidence Department, or email evidence@jcad.org.

In order to register for your hearing, please call 409-730-8179 within 30 minutes of your scheduled hearing. Please be prepared to provide your name, case number(s), and a callback telephone number in case an ARB panel is not available. We will confirm at that time if we have your affidavit of evidence on file. 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 make its decision on your protest based on the evidence submitted in your written affidavit of evidence. If no evidence has been submitted, your protest will be treated as a no show.

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.

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.