

INSTRUCTIONS FOR YOUR SCHEDULE HAYS APPRAISAL REVIEW BOARD (ARB) TELECONFERENCE CALL

1. Please call in promptly at the time identified on your NOTICE OF HEARING. If you have not called in before the ARB convenes the hearing, the ARB will start and conduct the hearing as an appearance by Affidavit. You will NOT be entitled to a rescheduled hearing.
2. Please use the following phone number: **512-268-2522**
3. Be prepared to identify yourself and your case by the PID# (Property Identification/Quick Ref) located in the box at the upper right-hand corner of your NOTICE OF PROTEST.
4. The ARB will conduct its hearings in accordance with its procedures; a copy of which was provided with your NOTICE OF HEARING.
5. Although the ARB will make every effort to convene your hearing as close to the scheduled time as possible, sometimes the hearings run over. Until the ARB is available, you will need to wait on the phone line. **DO NOT HANG UP.** If you have to wait any longer than 2 hours, you are entitled to a reschedule of the hearing.
6. When an administrator gets on the phone line to confirm that you are going to be transferred to the ARB, you must respond. If you do not respond, you will be placed on a short hold. After the short hold, the staff person will check again to see that you are on the line. If you do not respond on the 2nd call, it will be recorded on the ARB record that you did not respond to appear at the ARB teleconference hearing and the call will be disconnected. The hearing will proceed as an appearance by affidavit.
7. If you are waiting for your hearing to start or are already participating in an ARB teleconference hearing and your call is **disconnected, it is your responsibility to call the phone number listed above** and request to be reconnected to the hearing in progress by identifying the PID as noted above. **The hearing time will not be extended if the call is disconnected.**
8. If you choose, you may include a 3rd party to participate in the teleconference but only for the purpose of listening or offering argument. **NO new evidence** or new information may be offered via the telephone. It is the Owner's responsibility to coordinate adding the 3rd party participant to the ARB teleconference hearing. Please do so BEFORE calling in to the teleconference hearing as the hearing time will not be extended. The ARB will not coordinate 3-party calls.
9. **The evidence you intend to discuss MUST have been provided to the Appraisal District in advance of your teleconference hearing. It is STRONGLY RECOMMENDED that the Owner's evidence be clearly numbered or labeled** so the ARB members are able to quickly identify what document an Owner is referencing. The hearing time will not be extended if the ARB is unable to match the evidence with the material referenced during the owner's arguments.
10. **You are not allowed to present ADDITIONAL evidence** during the hearing (for ex: no sworn testimony is offered over the phone). **You are only allowed to make arguments related to the evidence that has already been provided.**