



## **What is a Telephone Conference Hearing?**

A telephone conference hearing **is a formal hearing** between the property owner, the Appraisal Review Board(ARB), and a district representative that is held by phoning in on a telephone conference call.

It is **not an informal discussion** with appraisal staff.

A property owner will receive a scheduled hearing letter with instructions on when and how to call in.

## **Conducting a Hearing by Telephone Conference Call**

A property owner may choose to appear at an Appraisal Review Board (ARB) protest hearing by telephone conference call.

Below are the instructions on how to receive a Teleconference Hearing:

**To be scheduled** for a telephone conference call hearing, **you must provide** the following two things to the ARB via the email: [protest@hayscad.com](mailto:protest@hayscad.com) .

1. **Written notice requesting** that you want a telephone conference call **hearing** (if you have not done so already); **and**
2. **A notarized written affidavit with your evidence.** A completed and signed form 50-283, Property Owners Affidavit of Evidence must be submitted before the Appraisal District can schedule your hearing. **You will not be scheduled for a hearing until** our office has **received your completed & signed notarized affidavit and any evidence you are presenting** (please send all completed and notarized affidavits and evidence to [protest@hayscad.com](mailto:protest@hayscad.com) )
3. It is recommended that any evidence be clearly numbered or labeled in the order you are going to present your evidence. **No additional evidence will be allowed** during the hearing by telephone conference except what is submitted to the ARB in the affidavit
4. The ARB will not initiate calls to property owners. Telephone conference hearings will be limited to 15 minutes.

If you elect to appear by telephone conference call, the number you are to call to participate is: 512-268-2522. If you wish to invite individuals to participate in your telephone conference call hearing, you are responsible for providing them access to the call. Note: An eligible teleconference or affidavit may be rescheduled by the district for a time when CAD resources are available

**BELOW ARE INSTRUCTIONS FOR DAY OF YOUR SCHEDULED TELECONFERENCE HEARING**

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

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.**

Please use the following phone number: **512-268-2522**

2. 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.
3. The ARB will conduct its hearings in accordance with its procedures; a copy of which was provided with your NOTICE OF HEARING.
4. 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 must wait longer than 2 hours, you are entitled to a reschedule of the hearing.
5. 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 2<sup>nd</sup> 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.
6. 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.**
7. If you choose, you may include a 3<sup>rd</sup> party to participate in the teleconference. **NO new evidence** or new information may be offered via the telephone. It is the Owner's responsibility to coordinate adding the 3<sup>rd</sup> 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.
8. **The evidence you intend to discuss MUST have been provided to the Appraisal District in advance of your tele-conference hearing. It is STRONGLY RECOMMENDED that the Owner's evidence be clearly numbered or labeled** so the ARB members may 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.
9. **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.**