

GLADES COUNTY VALUE ADJUSTMENT BOARD TELEPHONIC HEARINGS POLICIES AND PROCEDURES

The following procedures must be followed to participate telephonically in any hearing before the Glades County Value Adjustment Board (VAB). These local policies and procedures do not change, extend or shorten statutory evidence exchange requirements. All parties must comply with statutory evidence exchange requirements, and the local procedures set forth herein are for the production of evidence to VAB Administration only, and only for matters where telephonic hearings have been permitted.

1. A request to participate telephonically must be received by the VAB no later than **SEVEN (7) BUSINESS DAYS PRIOR TO THE SCHEDULED HEARING DATE** to allow sufficient time to make the necessary provisions. The request must be submitted on the local VAB form, available at the VAB link on the Clerk's website at: <https://gladesclerk.com/other-services/value-adjustment-board/> and e-mailed to GladesClerk@GladesClerk.com; or mail to Glades County Value Adjustment Board Clerk, 500 Avenue J, Post Office Box 10, Moore Haven, Florida 33471; or fax to (863) 946-0560. **By requesting a telephonic hearing, a party expressly agrees to the following procedures set forth below.**
2. Telephonic hearings will be scheduled only under the following circumstances: The telephonic hearing is requested for fewer than ten (10) petitions, and the party has a valid medical reason that does not allow him/her to be physically present
3. Upon receipt of the request for a telephonic hearing, so long as said request is granted, the VAB Clerk will provide the parties with procedures for telephonic hearings and will provide the party requesting a telephonic hearing with the telephone number to the Hearing Room or Chambers in which the hearing will be held.
 - a) Any and all parties and witnesses must appear in person during a VAB hearing at the time of the scheduled telephonic hearing, unless a specific and timely request is made, in writing to the VAB Clerk, to appear by telephone.
 - b) The party requesting a telephonic hearing shall call the Hearing Room or Chambers at the time designated on their hearing notice.
 - c) Remote parties (parties not personally present in the hearing room) shall not use a speaker phone during the telephonic hearing, as this may interfere with the recording of the hearing; clarity is of the utmost importance.
 - d) If more than one party or witness is participating telephonically, parties shall identify themselves each time they speak so that all parties will know who is addressing the VAB at all times.
 - e) The VAB will conduct all telephonic hearings according to Florida law and Florida Administrative Code Sections 12D-9 and 12D-10.
 - f) If a party requests a telephonic hearing, the party is still required to follow the sections of the Florida Statutes and the Florida Administrative Code which apply to the exchange of evidence. **All Evidence must be MAILED or EMAILED to the VAB Clerk** at the address above.
 - g) The party requesting a telephonic hearing must also specify in their request whether any witnesses will be presenting evidence, and whether said witnesses will be appearing by telephone or in person.

Any and all parties and/or witnesses appearing by telephone for a VAB hearing must be sworn in at the commencement of the hearing by a notary public or other person commissioned to administer an oath.

**GLADES COUNTY VALUE ADJUSTMENT BOARD
REQUEST FOR TELEPHONIC HEARING**

Hearing Location: Glades County Commissioner's Board Room, Glades County Courthouse, Second Floor,
500 Avenue J, Moore Haven, Florida 33471

Petition No(s): _____ Hearing Date/Time: _____

TAXPAYER/AGENT INFORMATION

Name: _____

Telephone: _____ Email: _____

COMPLETE ALL THAT APPLY

Names of the parties/witnesses that will **participate telephonically** at the hearing: _____

Names of the parties/witnesses that will **appear in person** at the hearing: _____

By signing this request form, I understand and agree to the following:

- I will have a notary present at my telephonic hearing to administer an oath
- Telephonic hearings are requested for fewer than ten (10) petitions
- The requesting party has a valid medical reason that does not allow him/her to be physically present
- Any and all evidence that the Taxpayer/Agent wishes to have considered at the hearing has been or will be exchanged with the Property Appraiser pursuant to Florida law **AND** one (1) additional **HARD COPY** of any such exchanged evidence will be **MAILED** or **EMAILED** to the VAB Clerk no later than seven (7) days prior to the corresponding hearing at the address indicated below.
- All other conditions described in the Glades County Value Adjustment Board Telephonic Hearing Procedures are available at the Value Adjustment Board link at the Clerk's website: <https://gladesclerk.com/other-services/value-adjustment-board/>

Taxpayer/Agent (Circle One) Signature

Printed Name

Date

Request for Telephonic Hearing must be received by the VAB clerk no later than seven (7) business days prior to the scheduled hearing date. Requests may be mailed to address above; or e-mailed to GladesClerk@GladesClerk.com; or faxed to (863) 946-0560

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