

TOWN OF SPRINGDALE BOR POLICY  
**Procedure for Sworn Telephone/Sworn Written Testimony Requests**

Whereas, Wis. Stat. 70.47(8) authorizes the Board of Review (BOR) to consider requests from a property owner or the property owner's representative to testify under oath by telephone or written statements under oath to the BOR and whether to allow the same; and

Whereas, the Department of Revenue has determined that the legal requirements of the Notice to Appear at the BOR must be satisfied and the Objection Form must be completed and submitted to the BOR as required by law prior to a Request to Testify by Phone or Submit Sworn Written Statement form being submitted.

Now, Therefore, the Town of Springdale, Dane County BOR does hereby adopt as a BOR policy the following:

**1. PROCEDURE:**

Before the BOR can consider a request from a property owner or the property owner's representative (hereinafter "owner") to testify by telephone or submit a sworn written statement, the owner must first complete and file with the clerk of the BOR the following documents:

- a. A timely Notice of Intent to Appear at BOR;
- b. A timely Objection Form for Real Property Assessment (PA-115A); and
- c. A fully completed Request to Testify by Telephone or Submit a Sworn Written Statement at BOR (Form PA-814).

Such requests must be filed with the Clerk of the BOR within the first two hours of the state-mandated 2 hour meeting. If the owner fails to file the aforementioned documents as required, the BOR will not consider the request.

**2. CRITERIA:**

The BOR may consider any or all of the following factors when deciding whether to grant or deny the request:

- a. The owner's stated reason(s) for the request as indicated on the PA-814
- b. Fairness to the parties
- c. Ability of the owner to procure in-person oral testimony and any due diligence exhibited by the owner in procuring such testimony
- d. Ability to cross-examine the person providing the testimony
- e. The BOR's technological capacity to honor the request
- f. Any other factors that the BOR deems pertinent to deciding the request.

**3. EFFECTIVE DATE:**

This policy shall be effective upon passage.

Passed on September, 17, 2020 by the Town of Springdale Board of Review.

 \_\_\_\_\_, BOR Chair

Attested by

 \_\_\_\_\_, Clerk of the BOR

posted 10/19/2020