

GUIDELINES FOR YOUR HUNT COUNTY APPRAISAL REVIEW BOARD ("ARB") TELECONFERENCE CALL

1. Any evidence to be used at your hearing must be submitted via notarized affidavit **PRIOR** to the start of your hearing.
2. Please call in promptly at the time identified on your NOTICE OF PROTEST HEARING. If you do not call in at your scheduled time, the hearing might still be started by the ARB. 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.
3. Please call using the following phone number: **903-454-0341**. If there is a busy signal, please call the appraisal district main line phone number: **903-454-3510**.
4. Be prepared to identify yourself and your case by reference to the property ID # listed in the upper right hand corner of your NOTICE OF PROTEST.
5. Although the ARB will make every effort to convene your hearing as close to the scheduled time as possible, sometimes prior 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 again check to see if 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. If an affidavit was previously submitted the ARB will conduct the hearing as if it is an appearance by affidavit.
7. The ARB will conduct its hearings in accordance with the local procedures, a copy of which is provided with your NOTICE OF PROTEST HEARING.
8. If you are waiting for your hearing to start or 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 property ID #.
9. The hearing time will not be extended if the call is disconnected.

10. If you choose, you may include a 3rd party to participate in the teleconference hearing 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 3rd party conference calls.
11. The evidence you intend to discuss must have been provided to the appraisal district in advance of your hearing. It is **STRONGLY RECOMMENDED that the owner's evidence be clearly numbered or labeled** so that 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.
12. **You are not allowed to present additional evidence during the hearing** (for example, no sworn testimony offered over the phone). You are only allowed to make arguments related to the evidence that has already been provided.
13. **Please use a land line.** If a land line is not available and you intend to use a cellular/mobile device, please confirm that there is a strong signal for phone service and remain in one place. Please call from a location with no background noise (for example, no barking dogs or crying babies).
14. You will have 5 minutes to present your case. **You must keep track of your time.** If you exceed your time and do not stop, the ARB Chair may continue with the rest of the hearing. You may not take the hearing 'hostage' with a long monologue.