

**BOARD OF REVIEW**  
**Procedure for Sworn Telephone or Sworn Written Testimony Requests**

Whereas, §70.47(8), Wis. Stats., authorizes the Board of Review to consider requests from a property owner or the property owner’s representative to testify under oath via a virtual appearance or written statements under oath to the Board of Review 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 Board of Review must be satisfied and the Objection Form must be completed and submitted to the Board of Review as required by law prior to a Request to Testify by Telephone or Submit Sworn Written Statement form being submitted.

Now, therefore, the Board of Review of the City of Sheboygan, Sheboygan County does hereby adopt as Board of Review policy the following:

**1. PROCEDURE:**

Before the Board of Review (hereinafter BOR) can consider a request from a property owner or the property owner’s representative (hereafter “owner”) to testify virtually (including via telephone or via video conferencing) 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);
- c) A fully completed Request to Testify by Telephone or Submit a Sworn Written Statement at Board of Review (Form PA-814);
- d) A list of all witnesses who will testify virtually; and
- e) A copy of all written testimony, exhibits, and other supporting documents.

Such requests must be filed with the Clerk of the BOR within the first 2 hours of the BOR’s first scheduled 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) The method of virtual testimony, with video conferencing preferred over audio-only methods;
- d) Ability of the owner to procure in person oral or virtual testimony and any due diligence exhibited by the owner in procuring such testimony;
- e) Ability to cross-examine the person providing the testimony;
- f) The BOR’s technical capacity to honor the request; and
- g) Any other factors that the BOR deems pertinent to deciding the request.

**3. EFFECTIVE DATE:**

This policy shall be effective upon passage.

Passed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By the Board of Review of the City of Sheboygan

\_\_\_\_\_  
Board of Review Chairperson

Attested by:

\_\_\_\_\_  
Clerk of the Board of Review