

BEFORE THE BOARD OF TAX APPEALS OF THE STATE OF KANSAS

Taxpayer(s):

County:

Docket No(s): _____

Tax Years at Issue: _____

REQUEST AND CONSENT TO APPEAR BY VIDEO CONFERENCE
(COUNTY)

By signature of this request, County acknowledges that under the Kansas Constitution and/or state law it has a right to a hearing before the regular division of the Board of Tax Appeals (BOTA). County hereby requests and consents to appear for such hearing by video conference through Zoom or other video conference platform as chosen by BOTA. **It is the County's responsibility to contact the Taxpayer(s) to determine whether Taxpayer(s) will consent to a video conference hearing. Taxpayer(s) must sign a copy of the Taxpayer Request and Consent to Appear by Video Conference before the matter can be docketed as a remote hearing.** County acknowledges that if Taxpayer(s) in this matter does not consent to appear by video conference that the matter will be scheduled for an in-person hearing.

County acknowledges and accepts the risks inherent in the use of technology, including the risk that a proceeding may need to be rescheduled in the event of technical difficulty experienced by any party. County understands that it is responsible to ensure that its equipment is functioning properly and to test that equipment prior to the day of the hearing, and understands BOTA will not be able to provide troubleshooting in the event of technical malfunction on County's end. County will be provided a copy of any video conferencing guidelines established by BOTA and agrees to abide by all requirements contained therein in addition to the requirements listed on this form. County acknowledges that BOTA proceedings are subject to the Kansas Open Records Act and members of the public may be provided with access to view or listen to remote hearings in accordance with the terms of that Act.

By electing to appear by video conference, County is responsible for timely and accurate submission of its exhibits to BOTA by 4:00p no later than three (3) business

days prior to the hearing. Such exhibits shall be submitted electronically by (a) USB drive delivered to the BOTA office at 700 SW Harrison St., Ste. 1022, Topeka KS 66603 or (b) by email to BOTA.MailDesk@ks.gov. Hard copy exhibits will not be accepted for video conference hearings without prior approval of BOTA. Failure to submit exhibits electronically within the time specified may result in a continuance of the hearing date.

Parties will be provided with a video conference link no later than 48 hours prior to the hearing. **County must provide the name and contact information of a designated representative who will receive information concerning the video conference hearing and who will be available at the time of the hearing in the event of technical difficulty.** County's representative information is:

(Designated Representative Name)

(Designated Representative Title)

(Designated Representative's Email Address)

(Designated Representative's Mobile Phone Number)

Date: _____

(Signature of County Representative)

(County Representative Name, Printed)

(Title)

CERTIFICATE OF SERVICE

I hereby certify that in accordance with the provisions of the Kansas Administrative Procedures Act, on _____ a true and correct copy of this completed Request and Consent to Appear by Video Conference was provided to all opposing parties by:

_____ Electronic Mail
_____ US Mail

(Signature of County Representative)